

State of Missouri

2006 Victims of Crime Act (VOCA) Grant

**Request for Proposal
Application Packet**

Missouri Department of Public Safety
Office of the Director
PO Box 749
Jefferson City, MO 65102-0749

DEADLINE:

**The original application and 2 copies must be received by the
Missouri Department of Public Safety by 4:30 p.m. Friday, June 2,
2006 or postmarked by June 2, 2006
(See “Submitting the Application” for complete instructions)**

State Contacts:

Patty Rellergert, Program Manager
Tina Utley, Program Specialist
Katie Stastny, Program Representative
Lisa Morris, Senior Office Support Assistant

MATT BLUNT
Governor

MARK S. JAMES
Director

TABLE OF CONTENTS

<i>PROGRAM DESCRIPTION</i>	5
Introduction	5
Source Of Funds	5
Definitions	6
Subgrantee Organization Eligibility Requirements	8
Eligible Subgrantee Organizations	10
Allowable Services, Activities, & Costs	11
Ineligible Services	13
Ineligible Cost Items	14
Contract Period	15
Monitoring	15
<i>GRANT APPLICATION INSTRUCTIONS</i>	17
Application Forms - Instructions	17
Application Summary Report Form	17
Application For Funding Form	17
Budget Forms	17
Personnel Information Form	20
Narrative Work Program	21
Other Forms / Required Documents	24
Additional Required Forms	24
Additional Required Documents / Information	24
Assembling The Application	25
Submitting The Application	26
Application Review Process	27
Department Of Public Safety Contacts	28
<i>REQUIRED FORMS</i>	29
<i>FINANCIAL AND ADMINISTRATIVE GUIDELINES</i>	54
Application Review Process	55
Award And Acceptance Of Contract	56
Award Of Contract	56
Acceptance Of Award	56
Cancellation Conditions	56

Payment And Reporting Of Funds _____	56
Report Of Expenditures And Request For Reimbursement _____	56
Obligated Funds _____	56
Expended Funds _____	57
Reporting Requirements For Revisions _____	57
Budget Revisions _____	57
Program Revisions _____	57
Procurement Policy _____	58
Allowability Of Costs _____	58
Procurement Of Costs _____	58
Contract Requirements _____	58
Property _____	59
Accounting System And Financial Records _____	61
Accounting Systems _____	61
Monitoring _____	63
Monitoring Requirements _____	63
Monitoring Purpose _____	63
Monitoring Information Required _____	63
General Contract Requirements _____	64
Unallowable Costs _____	64
Printing And Publicity _____	64
Termination Of Contracts _____	64
Criminal Penalties _____	64
<i>APPENDIXES</i> _____	65

PROGRAM DESCRIPTION

VICTIMS OF CRIME ACT

Program Description

Victims of Crime Act

INTRODUCTION

The **Victims of Crime Act (VOCA)** of 1984 was passed by Congress to assist states in providing high quality services that are *directly related to the emotional healing and recovery of crime victims*. The U.S. Department of Justice, Office for Victims of Crime (OVC), administers these funds at the federal level, and the Missouri Department of Public Safety administers the **VOCA** funds at the state level.

The Office for Victims of Crime makes annual **VOCA** Crime Victim Assistance grants available to the states. *The primary purpose* of these grants is to support the provision of direct services to victims of crime throughout the nation, to assist victims of crime as soon as possible in order to reduce the severity of the psychological and emotional consequences of the victimization, and to demonstrate on-going support for the victim in coping with the impact of the victimization.

Each State Grantee must abide by the statutory requirements of **VOCA** and OVC Guidelines as outlined in this Program Description.

SOURCE OF FUNDS

The *Victims of Crime Act* – Victim Assistance Program is funded by the Crime Victims Fund that is funded through fines, penalties, and forfeitures collected from persons convicted of offenses against the United States.

FUND ALLOCATION

At least ten percent (10%) of total funds distributed must be allocated to each of the three priority categories – victims of sexual assault, spouse abuse, and child abuse – and at least ten (10%) to programs that serve victims determined by the state to have been previously underserved.

MATCH REQUIREMENTS

VOCA regulations require all **VOCA** recipients to provide matching funds pursuant to the following:

Agencies must have a record of providing effective services to victims of crime and financial support from other sources. Programs must provide 20% of the total project cost in cash or in-kind match. Programs need to have the support and approval of its services by the community, have a history of achieving its intended results in a cost effective manner, and show financial support from non-federal sources.

In-kind contributions shall be limited to volunteer time (computed at \$9.50/hour) and other non-monetary contributions and donations received from individuals, associations, organizations, etc., by the applicant agency.

On-call volunteer time can only be claimed as one hour for every four hours on-call unless the on-call person is actively providing direct services to a victim. Time spent working with a victim should be claimed as actual time (i.e., Volunteer is on-call for an 8-hour period – they are called out to meet a victim at the hospital and spends 2 hours with the victim, this is the only direct services provided during their 8 hours. Time claimed is 2 hours direct service and 1.5 hours for the six hours spent on-call for a total of 3.5 hours). **Effective with the 2006 VOCA grant process, on-call volunteer time used as match will be limited to 80% of the total required match.**

The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned building in the same locality. Agencies cannot “donate” space to themselves, i.e., if the applicant agency is a county, and the office space used by the project agency is owned by the county the fair market value of that space cannot be used as match.

Applicants are encouraged to keep local match at the minimum needed to meet the federal funds requested. Any funds designated as local matching funds are restricted to the same uses as outlined for the federal funds and must be expended during the contract period of the grant.

Timing of Matching Contributions: Matching funds need not be applied at the exact time or in the required proportion to the obligation of VOCA grant funds. However, the full matching share must be obligated by the end of the project period. The Missouri Department of Public Safety reserves the right to deny payment requests on approved programs pending the receipt of expenditure documentation of the matching share.

Record Keeping for Match Requirements: Subgrantees must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of materials, equipment, and space must be documented. Volunteer services used as match must be documented and supported by the same methods used for VOCA funded employees.

DEFINITIONS

Hard Cash Match - funds in the form of cash available from sources other than state or federal funding programs.

In-Kind Contributions - non-monetary contributions and donations received from individuals, agencies, associations, organizations, etc., by the applicant agency.

Services to Victims of Crime – for the purposes of these program guidelines, services to victims of crime are defined as those efforts that (1) respond to the emotional and physical needs of crime victims; (2) assist primary and secondary victims of crime to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) provide victims of crime with a measure of safety. These services include:

- ✓ **Crisis Intervention** – refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such intervention may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.
- ✓ **Follow up** – refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim’s progress, etc.
- ✓ **Therapy/Professional Counseling** – refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
- ✓ **Group Treatment** – refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.
- ✓ **Shelter/Safe House** – refers to offering short-term and long-term housing and related support services to victims and families following victimization.

- ✓ **Information and Referral (in person)** – refers to in-person contacts with victims during which time services and available support are identified.
- ✓ **Criminal Justice Support/Advocacy** – refers to support, advocacy, and assistance provided to victims at any stage of the criminal justice process, to include post-sentencing services and support.
- ✓ **Emergency Financial Assistance** – refers to cash outlays for transportation, food, clothing, emergency housing, etc.
- ✓ **Emergency Legal Advocacy** – refers to filing temporary restraining orders, injunctions, and other protective orders, elder abuse petitions, and child abuse petitions, **but does not include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, divorce proceedings, etc.**
- ✓ **Assistance in Filing Compensation Claims** – includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.
- ✓ **Personal Advocacy** – refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance; intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman’s compensation, unemployment benefits, welfare, etc.; accompanying the victim to the hospital; etc.
- ✓ **Telephone Contact** – refers to contact with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call.
- ✓ **Other** – refers to other VOCA allowable services and activities not listed.

Subgrantee or Subrecipient – agency receiving grant funding from the Missouri Department of Public Safety

Supplanting - using funds received through the **Victims of Crime Act** to replace funds that would, in the absence of such federal aid, be made available for victim assistance. Therefore, **VOCA** funds cannot be used for existing costs, because those costs have been paid previously by other funding. However, if an agency can substantiate that funding has been lost (for example an agency received \$10,000 in corporate funding during the past year and this year will only be receiving \$5,000), **VOCA** funds could be requested to cover costs up to the amount lost. The limited **VOCA** funds are not intended to replace local funds or other state and federal funds. **Non-profit organizations are not required to adhere to the supplanting clause.**

Victims - persons who have suffered harm, including physical or mental injury, emotional suffering, economic loss, or substantial impairment of their fundamental rights, through acts or omissions which are in violation of criminal laws regardless of whether the perpetrator is identified, apprehended, prosecuted or convicted and regardless of the familial relationship between the perpetrator and the victim. Victims shall also include the immediate family or dependents of the direct victim and persons who have suffered harm in intervening to assist victims in distress or to prevent victimization.

Underserved Victims – in addition to victims considered previously underserved by type of crime committed against them (victims of drunk driving crashes, survivors of homicide victims, adult survivors of incest, and victims of burglary), “underserved” victims may also be defined by demographic characteristics such as their status as senior citizens, non-English speaking residents, disabled persons, members of racial or ethnic minorities, or by virtue of the fact that they are residents of rural or remote areas, or inner cities.

SUBGRANTEE ORGANIZATION ELIGIBILITY REQUIREMENTS

VOCA establishes eligibility criteria that must be met by all organizations that receive VOCA funds. These funds are to be awarded to subrecipients only for providing services to victims of crime through their staff. Each subrecipient organization shall meet the following requirements:

1. **Public or Nonprofit Organization.** To be eligible to receive VOCA funds, organizations must be operated by a public or nonprofit organization, or a combination of such organizations, and provide services to crime victims.
2. **Record of Effective Services.** Agencies must demonstrate a record of providing effective services to crime victims. This includes having the support and approval of its services by the community, a history of providing direct services in a cost-effective manner, and financial support from other sources.
3. **New Programs.** Those programs that have not yet demonstrated a record of providing services may be eligible to receive VOCA funding, if they can demonstrate that 35% of their financial support comes from non-federal and non-state sources. It is important that organizations have a variety of funding sources besides federal and state funding in order to ensure their financial stability.
4. **Program Match Requirements.** The purpose of matching contributions is to increase the amount of resources available to the projects supported by grant funds. Matching contributions of 20% (cash or in-kind) of the total cost of the VOCA project (VOCA grant plus match) are required for each VOCA-funded project and must be derived from nonfederal / nonstate sources. All funds designated as match are restricted to the same uses as the VOCA victim assistance funds and must be expended within the grant period. Match must be provided on a project-by-project basis; match used on one federal grant cannot also be used as match on another federal grant.

For the purposes of this program, in-kind match may include donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or the monetary value (calculated at \$9.50 per hour) of time contributed by personnel if the services they provide are an integral and necessary part of a funded project (please note that paid employees CANNOT volunteer time to be used towards the match requirement on this grant). The value placed on loaned or donated equipment may not exceed its fair market value. The value of donated space may not exceed the fair rental value of comparable space as established by an independent appraisal of comparable space and facilities in privately owned buildings in the same locality (please note agencies CANNOT donate space to themselves).

- a. **Record Keeping.** VOCA subrecipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining the value of personal services, materials, equipment, and space must be documented. Volunteer services must be documented, and supported by the same methods used by the subrecipient for VOCA funded employees.
5. **Volunteers.** Subrecipient organizations must use volunteers in the provision of services; however, the use of volunteer time as match on the grant is not required.
6. **Promote Community Efforts to Aid Crime Victims.** Promote, within the community, coordinated public and private efforts to aid crime victims. Coordination may include, but is not limited to, serving on state, federal, local, or Native American task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims. **Coordination efforts qualify an organization to receive VOCA victim assistance funds, but are not activities that can be supported with VOCA funds.**

- 7. Help Victims Apply for Compensation Benefits.** The applicant agency must include provisions to assist victims in seeking crime victim compensation benefits by coordinating its activities with victim's compensation, which is operated by the Division of Worker's Compensation. The **telephone number** for the State Victims Compensation Office is **(573) 526-6006 or 1-800-347-6881**. Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with application forms and procedures, obtaining necessary documentation, and /or checking on claim status.
- 8. Comply with Federal Rules Regulating Grants.** Subrecipients must comply with the applicable provisions of VOCA, the Program Guidelines, and the requirements of the OJP Financial Guide, effective edition which includes maintaining appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received. This includes: financial documentation for disbursements; daily time and attendance records specifying time devoted to allowable VOCA victim services; client files; the portion of the project supplied by other sources of revenue; job descriptions; contracts for services; and other records which facilitate an effective audit.
- 9. Maintain Civil Rights Information.** Maintain statutorily required civil rights statistics on victims served by race, national origin, sex, age, and disability, by contract period; and permit reasonable access to its books, documents, papers, and records to determine whether the subrecipient is complying with applicable civil rights laws. This requirement is waived when providing a service, such as telephone counseling, where soliciting the information may be inappropriate or offensive to the crime victim.
- 10. Comply with State Criteria.** Subrecipients must abide by any additional eligibility or service criteria as established by the Missouri Department of Public Safety including submitting statistical and programmatic information on the use and impact of VOCA funds as requested.
- 11. Services to Victims of Federal Crimes.** Subrecipients must provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- 12. No Charge to Victims for VOCA-Funded Services.** Subrecipients must provide services to crime victims, at no charge, through the VOCA-funded project. Any deviation from this provision requires prior approval by the Missouri Department of Public Safety.
 - a.** The purpose of the VOCA victim assistance grant program is to provide services to all crime victims regardless of their ability to pay for services rendered or availability of insurance or other third-party payment resources. Crime victims suffer tremendous emotional, physical, and financial losses. It was never the intent of VOCA to exacerbate the impact of the crime by asking the victim to pay for services.
- 13. Client-Counselor Confidentiality.** Maintain confidentiality of client-counselor information, as required by state and federal law.
- 14. Confidentiality of Research Information.** Except as otherwise provided by federal law, no recipient of monies under VOCA shall use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information, shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.

These provisions are intended, among other things, to ensure the confidentiality of information provided by crime victims to counselors working for victim service programs receiving VOCA funds. Whatever the scope of application given this provision, it is clear that there is nothing in VOCA or its legislative history to indicate that Congress intended to override or repeal, in effect, a state's existing law governing

the disclosure of information which is supportive of VOCA's fundamental goal of helping crime victims. For example, this provision would not act to override or repeal, in effect, a state's existing law pertaining to the mandatory reporting of suspected child abuse. See Pennhurst School and Hospital v. Halderman, et al., 451 US 1 (1981). Furthermore, this confidentiality provision should not be interpreted to thwart the legitimate informational needs of public agencies. For example, this provision does not prohibit a domestic violence shelter from acknowledging, in response to an inquiry by a law enforcement agency conducting a missing person investigation, that the person is safe in the shelter. Similarly, this provision does not prohibit access to a victim service project by a federal or state agency seeking to determine whether federal and state funds are being utilized in accordance with funding agreements.

ELIGIBLE SUBGRANTEE ORGANIZATIONS

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or nonprofit organization, or a combination of such agencies or organizations in order to be eligible to receive VOCA funding. Eligible organizations include victim services organizations whose sole mission is to provide services to crime victims. These organizations include, but are not limited to, sexual assault and rape treatment centers, domestic violence programs and shelters, child abuse programs, centers for missing children, mental health services, and other community-based victim coalitions and support organizations including those who serve survivors of homicide victims.

In addition to victim services organizations, whose sole purpose is to serve crime victims, there are many other public agencies and not-for-profit organizations that have components which offer services to crime victims. These organizations are eligible to receive VOCA grant funds, if the funds are used to expand or enhance the delivery of crime victim's services. These organizations include, but are not limited to, the following:

- 1. Criminal Justice Agencies.** Such agencies as law enforcement organizations, prosecutors' offices, court, and corrections departments are eligible to receive VOCA grant funds to help pay for direct victim services. For example, prosecutor-based victim services may include victim-witness programs, victim notification, and victim impact statements, including statements of pecuniary damages for restitution. Corrections-based victim services may include victim notification and restitution advocacy. Police-based victim services may include victim crisis units or victim advocates, victim registration and notification, and cellular phone and alarm services for domestic abuse victims. In general, VOCA grant funds may be used to provide crime victim services that exceed a law enforcement official's normal duties. Regular law enforcement duties such as crime scene intervention, questioning of victims and witnesses, investigation of the crime, and follow-up activities may not be paid for with VOCA grant funds.
- 2. Religiously Affiliated Organizations.** Such organizations receiving VOCA grant funds must ensure that services are offered to all crime victims without regard to religious affiliation and that the receipt of services is not contingent upon participation in a religious activity or event.
- 3. Hospitals and Emergency Medical Facilities.** Such organizations must offer crisis counseling, support groups, and /or other types of victim services. In addition, state grantees may only award VOCA funds to a medical facility for the purpose of performing forensic examinations on sexual assault victims if (1) the examination meets the standards established by the state, local prosecutor's office, or statewide sexual assault coalition; and (2) appropriate crisis counseling and/or other types of victim services are offered to the victim in conjunction with the examination.
- 4. Others.** State and local public agencies such as mental health service organizations, state/local public child and adult protective services, state grantees, legal services agencies and public housing authorities that have components specifically trained to serve crime victims. Since the intention of the VOCA grant program is to support and enhance the crime victim services provided by community agencies, state

grantees that meet the definition of an eligible subrecipient organization may not subaward themselves more than 10 percent of their annual VOCA award.

INELIGIBLE RECIPIENTS OF VOCA FUNDS

Some public and nonprofit organizations that offer services to crime victims are not eligible to receive VOCA victim assistance funding. These organizations include, but are not limited to, the following:

- 1. Federal Agencies.** This includes U.S. Attorney Offices and FBI Field Offices. Receipt of VOCA funds would constitute an augmentation of the federal budget with money intended for state agencies. However, private nonprofit organizations that operate on federal land may be eligible subrecipients of VOCA victim assistance grant funds.
- 2. In-Patient Treatment Facilities.** For example, those designed to provide treatment to individuals with drug, alcohol, and /or mental health-related conditions.

ALLOWABLE SERVICES, ACTIVITIES, & COSTS

- 1. Allowable Costs for Direct Services.** The following is a listing of services, activities, and costs that are eligible for support with VOCA victim assistance grant funds within a subrecipient's organization.
 - a. Immediate Health and Safety.** Those services which respond to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (including emergency, short-term nursing home shelter for elder abuse victims for whom no other safe, short-term residence is available); and other emergency services that are intended to restore the victim's sense of security. This includes services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. Also allowable is emergency legal assistance such as filing restraining orders and obtaining emergency custody/visitation rights when such actions are directly connected to family violence cases and are taken to ensure the health and safety of the victim.
 - b. Mental Health Assistance.** Those services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crises arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.
 - c. Assistance with Participation in Criminal Justice Proceedings.** In addition to the cost of emergency legal services above in section a. "Immediate Health and Safety", there are other costs associated with helping victims participate in the criminal justice system that also are allowable. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care or respite care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and assistance with victim impact statements. VOCA funds cannot be used to pay for non-emergency legal representation such as for divorces, or civil restitution recovery efforts. **Please note, a prosecution-based victim assistance unit must provide those eligible services included in the Constitutional Amendment for Victims Rights as outlined in Section 595.209, RSMo. (Services directed to witnesses, who are not victims of crime, are not eligible for services.)*
 - d. Forensic Examinations.** For sexual assault victims, forensic exams are allowable costs only to the extent that such costs are not otherwise reimbursed by a third party.

- e. **Costs Necessary and Essential to Providing Direct Services.** This includes pro-rated costs of rent, telephone service, transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for service providers. Travel costs are provided on a reimbursement basis and must be documented with mileage logs and receipts. Reimbursement of travel costs cannot be requested until after the travel/training has occurred.
 - f. **Special Services.** Services to assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim to recover property that is retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
 - g. **Personnel Costs.** Costs that are directly related to providing direct services, such as staff salaries and fringe benefits.
2. **Other Allowable Costs and Services.** The services, activities, and costs listed below are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, the state grantee and subrecipient must agree that direct services to crime victims cannot be offered without support for these expenses; that the subrecipient has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. The following list provides examples of such items:
- a. **Skills Training for Staff.** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to crime victims. An example of skills development is training focused on how to respond to a victim in crisis.

VOCA funds can be used for skills training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization, but VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.

- b. **Training Materials.** VOCA funds can be used to purchase materials such as books, training manuals, and videos for direct service providers, within VOCA-funded organizations.
- c. **Training Related Travel.** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the state or a similar geographic area. However, when needed training is unavailable within the immediate geographical area VOCA funds may be used to support training outside of the area. Training related travel costs must be reasonable and necessary. Travel costs are provided on a reimbursement basis and must be documented with mileage logs and receipts. Reimbursement of travel costs cannot be requested until after the travel/training has occurred.
- d. **Equipment and Furniture.** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to crime victims, as demonstrated by the VOCA recipient.

VOCA funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, VOCA funds can support a prorated share of such an item. In addition, subrecipients cannot use VOCA funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include typewriters, computers, printers, and furniture for workspaces.

- e. **Contracts for Professional Services.** VOCA funds generally should not be used to support contract services. At times, however, it may be necessary for VOCA subrecipients to use a portion of the VOCA grant to contract for specialized services. Examples of these services include assistance in filing restraining orders or establishing emergency / visitation rights (the provider must have a demonstrated history of advocacy on behalf of domestic violence victims); forensic examinations on a sexual assault victim to the extent that other funding sources are unavailable or insufficient; emergency psychological or psychiatric services; or sign and/or interpretation for the deaf or for crime victims whose primary language is not English.

Subrecipients are prohibited from using a majority of VOCA funds for contracted services which contain administrative, overhead, and other indirect costs included in the hourly or daily rate.

Contractual costs must be based on an hourly rate. The daily rate of compensation for contractual services may not exceed \$450/day (\$56.25/hour).

- f. **Operating Costs.** Examples of allowable operating costs include supplies; equipment use fees, when supported by usage logs; printing, photocopying, and postage; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; administrative time to maintain crime victims' records; and the prorated share of audit costs if an audit is required.

Office Supplies- The following list constitutes "office supplies" for the purposes of this grant. Any item not specifically listed cannot be claimed in the general "office supplies" line item in your budget and must be listed as a separate line item in your budget. The "Office supplies" as indicated below must be specifically for this project or otherwise prorated for this project. The entire list does not need to be shown on the budget page only "office supplies" need be shown.

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, blank floppy discs and blank cd's, pencil/supplies holder, adding machine tape, toner, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box. *Any other item must be specifically requested and approved by DPS and designated as a separate line item.*

- g. **Public Presentations.** VOCA funds may be used to support presentations that are made in schools, community centers, or other public forums, as long as they are designed to identify crime victims and provide or refer them to needed services. Specifically, activities and costs related to such programs including presentation materials, brochures, and notices can be supported by VOCA funds.

INELIGIBLE SERVICES

The applicant may not conduct the following activities that are unrelated or only tangentially related to the provision of direct services to victims of crime: *(This list may not be all-inclusive.):*

1. **Lobbying and Administrative Advocacy.** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.
2. **Perpetrator Rehabilitation and Counseling.** Subrecipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

- 3. Needs Assessments, Surveys, Evaluations, and Studies.** VOCA program funds may not be used to pay for efforts conducted by individuals, organizations, task forces, special commissions, etc., which study and/or research particular crime victim issues.
- 4. Prosecution Activities.** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender and/or improving the criminal justice system's effectiveness and efficiency, such as witness notification and management activities and expert testimony at a trial. In addition, victim witness protection costs and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.
- 5. Fundraising Activities.**
- 6. Indirect Organizational Costs.** The costs of liability insurance on buildings; capital improvements; security guards and bodyguards; property losses and expenses; real estate purchases; mortgage payments; and construction may not be supported with VOCA funds.
- 7. Property Loss.** Reimbursing crime victims for expenses incurred as a result of a crime such as insurance deductibles, replacement of stolen property, funeral expenses, lost wages, and medical bills is not allowed.
- 8. Most Medical Costs.** VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in section 1. a "Allowable Services, Activities and Costs" is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency medical and /or dental treatment. VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.
- 9. Relocation Expenses.** VOCA funds cannot support relocation expenses for crime victims such as moving expenses, security deposits on housing, ongoing rent, and mortgage payments. However, VOCA funds may be used to support staff time in locating resources to assist victims with these expenses.
- 10. Administrative Staff Expenses.** Salaries, fees, and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.
- 11. Development of Protocols, Interagency Agreements, and Other Working Agreements.** These activities benefit crime victims, but they are considered examples of the types of activities that subrecipients undertake as part of their role as a victim services organization, which in turn qualifies them as an eligible VOCA subrecipient.
- 12. Costs of Sending Individual Crime Victims to Conferences.**
- 13. Activities Exclusively Related to Crime Prevention.** Activities intended to educate the community on the prevention of crime and to raise the public's consciousness regarding crime.

INELIGIBLE COST ITEMS

VOCA funds shall not be utilized for the following cost items. *(This list may not be all-inclusive.):*

- **Construction** or renovation costs.
- **Acquisition Cost** of real estate property.
- **Large Items of Equipment** including, but not limited to, vehicles, security systems, etc.
- **Professional Dues**, subscriptions, and memberships.
- **Employee bonuses**
- **Indirect Organizational Costs**

CONTINUATION FUNDING

Federal grants to Missouri and the rules which govern their distribution, are received on an annual basis. Therefore, no project is guaranteed continuation funding.

CONTRACT PERIOD

The contract period for approved projects is October 1, 2006 through September 30, 2007.

MONITORING

All contracts funded will be monitored as deemed necessary by the Victim Services Grant Program Office Program Manager. Agencies may be monitored annually through either an on-site monitoring visit or through “desk-top” monitoring.

Nothing in this guideline precludes the Department of Public Safety from conducting a site-visit or desk monitoring more often than once per year. In certain situations, a contract may be monitored either on-site or through desk monitoring on a regular and frequent basis to assure compliance. These situations include, but are not limited to:

- A report to the Department of Public Safety of the mishandling of grant funds;
- A report of the use of grant funds for ineligible activities;
- Discrepancies noted on the Monthly Report of Expenditures and/or Detail Sheet;
- A change in the managing staff within a contracting agency;
- Financial and/or programmatic issues of noncompliance found during a regularly scheduled monitoring visit or desk monitoring.

PERFORMANCE REPORT REQUIREMENTS

Recipients of VOCA funds will be required to submit a performance report at the end of the contract period to the Department of Public Safety for the preceding year. The performance report will be due by October 15th. Failure to submit the Performance Report by that date could result in new contract funds being withheld until the report is received. The performance report shall include the following information:

- **Victim Information** – The total number of victims served by race, national origin, sex, age, handicap, and type of victimization.
- **Victim Statistics** – The total number of victims served by each program type and the criminal justice status, if known, of each case. (Was the crime reported or not reported? Was the case prosecuted or not prosecuted?)
- **Program Information and Notable Activities** A brief description of efforts conducted to improve the delivery of victim services, efforts taken to serve federal crime victims, and anecdotal information or individual case histories illustrating how VOCA funds have been used to assist victims of crime.
- **Community Coordination** – A brief description of how the contractor has coordinated the program activities with other service providers and organizations in the community.
- **Victims Compensation** - A brief account of how the contractor has assisted crime victims in seeking compensation benefits and what issues, if any, hinder victim assistance programs in assisting with filing compensation benefits.

Grant Application Instructions

Grant Application Instructions

All portions of the *VOCA Grant Application* shall be completed and submitted for funding consideration. **The VOCA Grant Application forms and narrative must be typewritten .**

APPLICATION FORMS - INSTRUCTIONS

APPLICATION SUMMARY REPORT FORM

While this is the first page of your completed application packet, this should be the last form you complete. You will provide identifying information pertaining to the Authorized Official, Project Director and the Grant Contact Person and other project related data. The Grant Contact Person should be the individual who is most familiar with the program this grant will fund. This person can be the Project Director if that individual is most familiar with the program.

You must also include a summary of your project based upon the information provided in the narrative work program submitted with the application. By completing this form after completing the rest of the proposal you will have a clearer idea of what to say in order to summarize the project. Make sure the summary is absolutely clear and to the point.

APPLICATION FOR FUNDING FORM

Complete the *APPLICATION FOR FUNDING* form using the instruction page included in the *Application Forms* section of this application.

- Be sure to complete the entire form.
- The address for the Authorized Official should not be the same address as the Project Director unless they both occupy workspace at the same location.
- When completing Section 16 – Budget please make sure the dollar amounts shown for each budget category match the amounts shown on each budget page submitted.
- An original signature of the Authorized Official must be provided.

BUDGET FORMS

General Instructions

- Included in this application packet are budget forms for *PERSONNEL*, *VOLUNTEER MATCH*, *TRAVEL*, *EQUIPMENT*, *SUPPLIES/OPERATIONS*, and *CONTRACTUAL* categories. Submit only the appropriate budget forms for which you are seeking federal funds or showing matching funds.
- Provide a complete breakdown of the budget for implementation and operation of the proposed project on the appropriate budget forms. Instructions for completing the budget forms are printed at the top of each form. Please be sure to follow these instructions precisely. Examples of completed forms are included with the blank forms. Refer to the *Program Description* and *Financial and Administrative Guidelines for Contracts* for information on the use of funds.
- Submit the completed budget forms with the application. If you are not requesting funding on a particular budget form, you do not need to include that form with the application. Show “\$0” for that budget category on the *APPLICATION FOR FUNDING* Form.
- Once the budget forms are completed, transfer the total of each budget form to the *APPLICATION FOR FUNDING* form.

Personnel Budget Form

- The actual gross monthly salary of individuals must be shown in the “Salary per Month” column on the Personnel budget page.

Advocate A receives a gross monthly salary of \$2,000.00 for a total yearly salary of \$24,000. VOCA covers \$12,000 of Advocate A’s salary and agency funds cover the remaining \$12,000. On the personnel budget page under the “Salary per Month” column you would enter \$2,000. The percentage of time on the grant is 50% (since VOCA is paying half of Advocate A’s salary) and the months to be employed would be 12. The total cost for Advocate A is \$12,000 ($\$2,400 * 50\% * 12$). The percentage of time on the grant refers to the amount of an individual’s time funded by VOCA.

The percentage of time for a part-time employee who spends all of his/her time on grant activities and whose entire salary would be funded by VOCA should be shown as 100%.

- Fringe benefits must be itemized on the Personnel budget page. Medical, dental and vision insurance premiums should be shown as separate line items unless they are all included in the same premium and are not itemized. Personnel funded through City and County Governments are employees of the City or County and should receive the same benefits/pay as other similar employees in the City/County Government.
- If an individual’s time is not 100% eligible through the grant, the fringe benefits must also be prorated based upon the percentage of time spent on the grant.
- Per federal guidelines, all VOCA funded personnel must maintain daily time and attendance records specifying time devoted to allowable VOCA victim Services.

Please note that ALL grant paid staff, regardless of the amount of time they spend on the grant, must document their time and associated activities. The activities must be detailed more specifically than “direct services”. Timesheets that do not include the corresponding activities for the hours worked is not adequate. An acceptable format for capturing grant employee’s time and activities is included in the back of the application for your reference.

- Job descriptions outlining the job duties and minimum applicant requirements must be provided for each position shown on the Personnel Budget Form.

Volunteer Match Form

- Volunteer match is calculated at \$9.50/hour.
- Only volunteer time that would otherwise be eligible through VOCA can be used towards the match requirement (direct services to victims). Time contributed by board members is not eligible for volunteer match.
- Employees of the agency cannot volunteer time per FLSA regulations; therefore, all volunteer time used as match must come from non-employees.
- Outline the specific activities/duties that the volunteers will be conducting and the amount of hours per activity/duty on the form. Do not simply list “direct services” – specify what those direct services will be. Do not lump the services together with a total amount of hours. List the individual services to be provided and the amount of hours estimated per service.

- Please note that volunteer time used as match must be documented similarly to paid employees. The time they spend volunteering and the associated activities must be documented to be able to claim their time as match. The activities need to be documented more specifically than “direct services”.
- On-call volunteer time can only be claimed as one hour for every four hours on-call unless the on-call person is actively providing direct services to a victim. Time spent working with a victim should be claimed as actual time (i.e., Volunteer is on-call for an 8-hour period – they are called out to meet a victim at the hospital and spend 2 hours with the victim, this is the only direct services provided during their 8 hours. Time claimed is 2 hours direct service and 1.5 hours for the six hours spent on-call for a total of 3.5 hours). **Effective with the 2006 VOCA grant process, on-call volunteer time used as match will be limited to 80% of the total required match.**
- Volunteer match is not required on the VOCA grant, but the use of volunteers is a required component of VOCA.

Travel Budget Form

- Mileage for the 2006 VOCA contract should be figured at **no more than \$0.415 per mile**. This amount is the approved mileage rate for the State of Missouri.

If your agency’s mileage reimbursement is LESS than the approved State rate, you are required to use your agency’s reimbursement amount. If your agency’s mileage reimbursement rate is MORE than the State rate you are required to use the State of Missouri’s reimbursement rate.

- Travel expenses for conferences and training should be itemized on the travel budget page:
 - Registration costs are not considered travel expenses and should be listed on the Supplies/Operations budget page.
 - Airfare, parking costs, shuttle/transportation costs, etc., should be listed as separate line items by training/conference
 - Local travel costs for transporting victims should be shown separate from other transportation costs.
 - Reimbursement for meals may be shown as a per diem rate, but only **actual** expenses can be claimed and reimbursed. **Per Diem and Hotel rates must be within the allowable rates set out by the Federal Government and the State of Missouri. Applicants can find per diem and hotel rates for areas within the United States by visiting www.gsa.gov and selecting “Per Diem Rates” on the right hand side of the web page.**
 - Receipts must be available for reconciliation if funds are awarded and reimbursed.
 - Costs associated with travel are not reimbursed until after the travel/training has occurred.
 - The titles, sponsors, dates and locations of training, seminars and conferences not specifically outlined in the approved budget must be submitted to the Missouri Department of Public Safety **prior** to attending.

Supplies/Operations Budget Form

- Office Supplies – the following list constitutes “Office Supplies” for the grant project. An “office supplies” line item can be included on the Supplies/Operations Budget Page in reference to this approved list. You do not need to list separately any of the items contained in the list. If you are requesting funding for an item that is not contained within the list, you will need to show that item(s) separately on the Supplies/Operations budget page. Only office supplies for the VOCA project can be requested.

Office Supplies – pens, pencils, markers, highlighters, paper, letterhead, envelopes, paper clips, rubber bands, stapler, staples, rolodex, rolodex cards, scissors, note pad, telephone log, calendar, tape, tape dispenser, memo pad, post-it notes, white out, typewriter ribbon, print cartridges, correction tape, ruler, file folders, letter opener, hole punch, paper cutter, labels, dictionary, bulletin board, push pins, glue, blank tapes, blank floppy discs and blank cd's, pencil/supplies holder, adding machine tape, toner, business cards, phone cord, printer/computer cable, key tags, padlocks for cabinets, filing cart, index cards, notebook dividers, binder clips, ink-stamp, batteries for pagers, file box. ***Any other item must be specifically requested and approved by DPS and designated as a separate line item.***

- Registration costs for conferences/trainings should be listed on this budget page
- Membership dues, etc. cannot be requested (ineligible costs)
- Registration costs are not reimbursed until after the training has occurred.
- The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing these items.

Contractual Budget Form

- If contractual budget items are necessary for the VOCA project, you must have a written contract for those services. A draft contract should be submitted with the application outlining what services will be performed, who will perform the requested contractual services, when they will be performed, and the rate at which they will be performed.
- All contractual services must be supported with detailed documentation that shows what services were performed and when they were performed for reconciliation with requests for contractual reimbursements.
- All contracts must be set up on an hourly reimbursement basis.

PERSONNEL INFORMATION FORM

- If the Personnel Budget form is submitted with the application, this form must also be submitted.
- Only individuals **funded** through this grant program should be listed on this form.
- The “Job Responsibility” section should explain what this person would be doing on the grant program. If you are requesting a new position in the grant, submit the *PERSONNEL INFORMATION* form with whatever information can be provided at the time. (If a contract is awarded, submit the updated form to our office once the individual is hired so that it can be placed in the original file.)

NARRATIVE WORK PROGRAM

The Narrative Work Program should provide, in detail, the need for the funding, the intended use of the funding, and the anticipated results of the program. The narrative work program should focus on the project to be funded, not the agency as a whole.

- Use plain, white paper.
- Do not use pitch smaller than 12. Please space between the paragraphs to ensure ease in reading.
- Number the pages of the Narrative Work Program.
- The Narrative Work Program should not be more than 14 pages overall.
- Identify each of the specific sections of the *Narrative Work Program* as outlined below. **Please be sure to follow this outline in order and to include all of the information requested:**

A. History of the Program Project Agency – Provide a brief history of the Project Agency and the type(s) of victim services provided. Also include any future plans for your victim services program. **Limit to one page**

B. Statement of the Problem – This section must address the need for grant funds and the proposed project. Define the problem that you will be attempting to impact with the project for which you are requesting funds. Be specific. Do not include every issue the Project Agency addresses, but only the one(s) that will be impacted by the use of the grant funds being requested. (Please note that the problem is NOT a lack of staff, counselors, equipment, etc. This is the result of the problem).

Since you are competing with other agencies for limited funds, you should document as extensively and as factually as possible the definition of the problem. This section must justify the proposed services to be outlined in Part E, Methodology. This section should include relevant facts and local statistics on incidents of crime, the number of victims served during the past year - (two years, three years, etc.), existing resources, demographic and geographic specifications, etc. that document and support the stated problem.

C. Goals and Objectives – Explain your expectations (goals and objectives) for the proposed program **in outline format**.

GOAL:

A Goal is a broad based statement, which reflects an overall end result you are trying to attain. Goals are the grant program's desired results. The goals should be clearly stated, realistic and achievable, even if they are not readily measurable.

A project will usually have one goal.

Sample goal: Victim assistance services will be available to victims of crime in “X” County.

CHECK: Does the goal directly relate to the stated problem in Section B - Statement of the Problem?

Measurable Objectives

Measurable objectives reflect how your project will assist in reaching the stated goal(s). They also address the problem(s) identified and documented in the Statement of the Problem as well as the identified needs.

A measurable objective is something you are going **to do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain period of time. Objectives **must** be measurable.

Measurable objectives use words like “to increase”, “to decrease”, or “to maintain”. Do not use words such as “to provide”, “to train”, “to establish” in measurable objectives. These are activity statements. Once you’ve written an objective, ask yourself if it allows you to measure something.

A project will normally have **one to three** objectives for each goal.

To help you in developing measurable objectives, review your project’s activities and ask yourself what statistical data you will gather to prove your project is working. Focus on three to five things to measure that will prove your project is making a difference and works.

Sample Objective for a New Program: Increase the number of victims receiving emergency legal assistance (to do something) from 0 to 20 (by a certain number) during the grant period (within a certain period of time).

Sample Objective for an Existing Program: Increase the number of victims receiving assistance in applying for an ex parte (to do something) from 35 to 50 (by a certain amount) during the grant period (within a certain period of time).

Check: Do the objectives relate to the problem and documentation of the problem (statistics) in Section B – Statement of the Problem?

Be specific to this project; do not include overall agency goals or objectives.

- D. Evaluation Procedure** - Describe the process to be used to determine the effectiveness of your program and the effect of your program on the victims served, such as pre- and post-testing, surveys, client-satisfaction evaluations, etc. This must also include a description of the data to be collected, as outlined in the Program Description, to prepare any progress reports and/or final reports required by the Victims of Crime Act. The evaluation component of the application should tie to the goals and objectives.
- E. Methodology** – This section must address the intended use of the grant funds. Following the outline shown below, give specific details concerning the organization, administration, and implementation of the project. Again, **be specific to this grant project**, not to the overall operation of the Project Agency. The following items must be addressed in this section:
- 1) **Type of Program** – Specifically outline the services to be provided by this project. Give as much detail as possible about your proposed project. Define what services will be provided through the grant program, who will provide these services, how they will be provided and who will benefit from the services your program will provide. Flow charts and chronological outlines are great, but must be supported by additional narrative description.
 - 2) **Proposed Service Area** – State the geographic area to be served by this project.
 - 3) **Coordination of Services** - Outline how your agency will coordinate the activities of this project with other service providers, law enforcement agencies, prosecuting attorney’s offices and courts in your community. Other services may not necessarily be the same as offered by your project. Explain

how the services to be offered by this project will complement other activities and services already in place in your community. Please note that this is a required component to receiving VOCA funds.

- 4) **Identification of Matching Funds** – Specifically identify the source(s) of the supporting funds used for this project or other victim services provided by your agency. Identify who will be providing these funds, how much they will be providing and describe the source of the funds. This section should detail specifically what line items will be used for matching purposes through this grant. Do not simply state that the agency will provide 20% of the total project cost as match. Tell which line items you will be using to meet the required match. If volunteer time is being used as match, expound upon the services that will be provided as indicated on the volunteer match form.
- 5) **Budget Justification** – Justify the need for all items shown on the budget pages for which VOCA funds will be used. Justify each individual budget line item. Do not just list the items requested for funding – an explanation of each budget item (who, what, when, where, why) must be included for consideration of funding. For personnel, you must also indicate if the position is an existing or new position. If the position currently exists, indicate how the position has been funded in the past. If a salary increase is included, provide the % of increase and the date the increase will occur. If you are requesting funding for personnel or items that are currently funded by the agency but not funded through VOCA, please explain why VOCA should pick up these costs. **Any project cost that is currently paid by the Applicant Agency may be subject to the rules of supplanting and unallowable.**
- 6) **Supplanting** – Address the issue of supplanting as it pertains to this grant. ***Supplanting applies to Public, Governmental agencies applying for VOCA.*** If you are requesting funds for existing costs not covered through VOCA, please address in detail how using VOCA funds for these costs would not constitute supplanting. Not-For-Profit Agencies, while not subject to supplanting, should explain the need for VOCA to cover costs previously funded by other sources.
- 7) **Victim Compensation Assistance** - Describe the procedures used by your agency to provide information on and assistance to crime victims with filing for victim's compensation funds. Please note that this is a required component to receiving VOCA funds.
- 8) **Volunteers** –Please detail the number of volunteers the agency currently has, the types of services (direct and non-direct) they provide and who supervises their activities. Describe the procedures to recruit and train volunteers used by your agency. Include the type of training to be provided, the number of hours of training volunteers receive, eligibility or qualification requirements for volunteers. Please note that the use of volunteers by the applicant agency is required to receive VOCA funds.

If volunteer match is included in your application explain the number of volunteers that will be used, the activities that they will be conducting and when they will be conducting these activities (day, evening, weekends).

- 9) **Number of Victims to Be Served** - Indicate the anticipated number of victims to be served by this VOCA funded project. Do not include the total number of victims served by your agency, but the number that will be served specifically by this particular project. For victims of domestic violence break out the number of women to be served and the number of children to be served separately. Give statistics from previous years to support your estimate.

- F. Cost Assumption** - Describe how the Project Agency plans to continue the activities of this project if *VOCA funds* would no longer be available to the Project Agency. What proactive steps are being taken to absorb the project cost into the applicant agency's future budget? Provide information on the development of a contingency plan for victim services.
- G. Report of Success – For existing VOCA grant recipients** - **In outline format, restate the goals and objectives from your current contract.** After each goal and objective listed, provide information regarding whether or not each has been attained to date. Include all information obtained pursuant to the "Evaluation" section of the narrative for your current contract. Please include actual numbers obtained along with the corresponding percentages (number of victims served, number of surveys sent out and returned, etc). Attach any reports, surveys, or other measurement tools that support the success of your project. Be sure to include any information required by the Performance Report as outlined in the Program Description. **Note: This component is applicable only to those proposals seeking continuation of a project already supported with VOCA funds.**

OTHER FORMS / REQUIRED DOCUMENTS

ADDITIONAL REQUIRED FORMS

Other Sources of Funding

This form should be used to list any other funds used for the grant project. Do not list all funding received by your agency; list only those sources of funding and what the funds are used for as they pertain to this project.

Audit Requirements Form

Complete the Federal and State funds received section of the form even if you have not or are not required to have an audit completed. You should not submit a copy of your audit with your application. If you are awarded a grant and are required to have an audit conducted you will then be required to submit a copy of the audit upon its ratification. (See Audit Requirements in the Financial and Administrative Guidelines Section)

Report of Expenditures and Check Payee Information

Complete the form as indicated.

Certification Regarding Debarment

This form must be completed by all agencies applying for federal funds. It certifies that the agency applying for funds is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.

ADDITIONAL REQUIRED DOCUMENTS / INFORMATION

- ☐ **A detailed copy of your agency's organizational chart** – the chart should show the positions pertinent to this project
- ☐ **Your agency's procurement (purchasing) policy** (submit only if requesting travel, supplies/ops, equipment or contractual expenses)
- ☐ **Job descriptions for personnel involved in this proposed project.** These should include the job duties for the position and the minimum qualifications for the position
- ☐ **Your agency's current budget breakdown (for your agency as a whole).** Please provide your actual expenditure and income breakdown; you may also include your "balanced" budget.
- ☐ **A list of your organization's Board of Directors** (if agency is a nonprofit organization) – This list should include the positions/titles held by the Board Members

- ☐ **Letter from the IRS regarding your 501(c)(3) status** (if agency is a nonprofit organization) – We are no longer requiring the certification form. Please do not send your tax-exempt status letter from the State of Missouri in lieu of your 501(c)(3) letter from the Federal Internal Revenue Service.
- ☐ **A minimum of five (5) current, dated letters of support:**
 - Letters of support should indicate to the reader that the individual is familiar with the project you are requesting these grant funds for.
 - Letters of support should be specific to the project not the agency in general.
 - Letters from your agency’s authorized official, project director, commissioners, administrators or board members do not count towards the required five letters of support.
 - Multiple letters from victims will only count as one of the required five letters of support.
 - A Memorandum Of Agreement (MOA) cannot be submitted in lieu of the required five letters of support; it will count as one of the required five letters of support.
 - Please do not send “form” letters
 - Diversify whom the letters of support come from – do not have all of the letters of support come from victim service agencies.
 - Obtain letters of support from the agencies/organizations that your agency coordinates with (as outlined in the narrative work program).
 - No more than 2 of the 5 required letters of support may come from elected officials (in addition to the County Prosecutor and Sheriff if they provide letters of support).

ASSEMBLING THE APPLICATION

Please assemble the completed application in the **following order** for submission:

- ☐ Application Summary Report
- ☐ Application for Funding Form (Signed)
- ☐ Personnel Budget Form (if applicable)
- ☐ Volunteer Match Form (if applicable for VOCA and VAWA)
- ☐ Travel Budget Form (if applicable)
- ☐ Equipment Budget Form (if applicable)
- ☐ Supplies/Operations Budget form (if applicable)
- ☐ Contractual Budget form (if applicable)
- ☐ Copy of Contractual Agreement to be used
- ☐ Personnel Information Form (if submitting Personnel Budget Form)
- ☐ Job Descriptions (if submitting Personnel Budget Form)
- ☐ Narrative Work Program
- ☐ Your Agency’s Current Budget
- ☐ Other Funding Sources Form
- ☐ Your Agency’s Organizational Chart
- ☐ Agency Procurement Policy (if requesting funding for travel, supplies/ops, equipment or contractual)
- ☐ Certified Assurances (Signed)
- ☐ Audit Requirements form (Signed)
- ☐ Report of Expenditures and Check Payee Form
- ☐ Certification Regarding Debarment
- ☐ Copy of IRS application/approval letter of 501(c)(3) (not-for-profits only)
- ☐ List of current Board of Directors (not-for-profits only)
- ☐ 5 current letters of support pertaining to this program

Please mark the **ORIGINAL Application** in the upper right hand corner of the face sheet. **PLEASE DO NOT BIND THE APPLICATION PACKETS – STAPLE IN THE UPPER LEFT HAND CORNER.**

SUBMITTING THE APPLICATION

The properly signed/assembled original *Application* and **two copies** (three total) must be completed and received by the Department of Public Safety, Office of the Director, no later than **4:30 p.m. on June 2, 2006** or postmarked no later than June 2, 2006.

NOTE: Applications sent using office-based postage meters will not be accepted if received in our office after **June 2, 2006** regardless of the postmark date, as these postage meters are not acceptable proof of timely mailing. It is strongly recommended that applicants use the United States Postal Service or a traceable shipping service that guarantees a delivery date to ensure that applications arrive on time.

Applications received via facsimile or e-mail will not be accepted at any time. Applications for the VOCA Fund that do not meet the above submission requirements will not be considered for funding.

Three Sets of the Application (original plus two copies) must be submitted to:

In Person:

**Missouri Department of Public Safety
Harry S. Truman Office Building, Suite 870
Jefferson City, MO**

By Mail:

**Missouri Department of Public Safety
301 W. High Street, Room 870
Jefferson City, MO 65101**

NOTE: Portions of the application submitted under separate cover (letters of support or missing sections of the application) will not be placed with the original application. Carefully review your application to ensure that all required forms and documentation are submitted with the original application and copies.

APPLICATION REVIEW PROCESS

Competitive Bid Process

A review panel of various individuals from the Missouri Department of Public Safety and individuals from outside the department who do not have a financial interest in this program will be convened to review all the proposals received by the deadline.

The review panel changes for each grant process and from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints on the issues surrounding victim services is expressed and utilized in the evaluation process. The Department of Public Safety staff provides a source of continuity in the review panel process.

In evaluating each application, both objective analysis and subjective judgment shall be used in conducting an assessment of the proposal in accordance with the grant guidelines in addition to the following criteria:

- Demonstration of need;
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s);
- Demonstration that VOCA Program funds will not be used to supplant state and local funds (local units of government only) or that not-for-profit agencies adequately demonstrated the justification for receiving VOCA funds to replace other funds previously used for the program;
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- Demonstration that applicant agency has identified support and contributions for this project from sources other than the Victims of Crime Act;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Experience and expertise of the agency in the field of victim services;
- Overall quality of the application.

Applicants will not be contacted if an item is missing from the application.

The Department of Public Safety is required by law to make award decisions based on a competitive bid process. The funding requests are often for two to three times the funds available to disperse. Because of these circumstances, the review panel is expected to make some very difficult decisions. With the final approval of the director of the Department of Public Safety, applicants will be notified of the decisions made by the review panel. Applicants will be provided information on strengths, concerns or issues with the application/program.

DEPARTMENT OF PUBLIC SAFETY CONTACTS

Any questions regarding the VOCA application or the administration of your VOCA contract may be directed to the Department of Public Safety as indicated below:

Victim Services Grant Program Office

General E-mail: victimsgroups@dps.mo.gov

General Phone #: 573-526-1464 (Lisa Morris, Office Support Asst.)

Program Manager: Patty Rellergert
573-751-5954
patty.rellergert@dps.mo.gov

Program Specialist: Tina Utley
573-522-6235
tina.utley@dps.mo.gov

Program Representative: Katie Stastny
573-526-1929
katie.stastny@dps.mo.gov

Office Support Asst.: Lisa Morris
573-526-1464
lisa.morris@dps.mo.gov

Required Forms

VOCA APPLICATION SUMMARY REPORT

Agency Name		Program Title	
--------------------	--	----------------------	--

Authorized Official Name and Address	Project Director Name and Address	Contact Person Name and Address
Name: _____	Name: _____	Name: _____
Address: _____ _____	Address: _____ _____	Address: _____ _____
City: _____	City: _____	City: _____
State/Zip: _____	State/Zip: _____	State/Zip: _____
E-Mail: _____	E-Mail: _____	E-Mail: _____
Phone Number: (____) ____ - ____	Phone Number: (____) ____ - ____	Phone Number: (____) ____ - ____
Fax Number: (____) ____ - ____	Fax Number: (____) ____ - ____	Fax Number: (____) ____ - ____

Total Amount of VOCA Funds Requested \$ _____

Prorate the VOCA Funds Requested (give dollar amount and percentage) by types of victims to be served: (Please give your best estimates.)

\$ _____ % Domestic Violence \$ _____ % Child Abuse \$ _____ % Sexual Assault

\$ _____ % Total Underserved and Other (Break out total of Underserved/Other and prorate Total below)

Prorated Amounts and % of Underserved (\$ and % must equal \$ and % Total Underserved and Other above):

Description of Underserved/Other	Prorated \$ Amount	% Of Total Underserved and Other
	\$	%
	\$	%
	\$	%
	\$	%
	\$	%

Indicate the anticipated number of victims to be served by this VOCA funded project: _____ Total Victims of Crime _____ Hotline Calls
(Not hotline calls)

If a domestic violence shelter, indicate the anticipated number of women and children _____ Women _____ Children _____ Hotline Calls
to be served in shelter or outreach services, the number of anticipated hotline calls and
the anticipated number of bednights. _____ Bednights

Geographic Area(s) to be served by this VOCA project:

The requested VOCA funds will be used to: ___ Fund a New Project ___ Expand/Enhance an Existing Project ___ Continue a Previously Funded VOCA Project

Give a brief summary of the VOCA project. (Please type the description on this form.)



SECTION 1 – INSTRUCTIONS			
This application must be typewritten. Please refer to the enclosed instructions to complete this form.			
SECTION 2 – GRANT PROGRAMS			
<input type="checkbox"/> VOCA – Victims of Crime Act <input type="checkbox"/> SSVF - State Services to Victims Fund <input type="checkbox"/> STOP - Stop Violence Against Women Grant Program			
<input type="checkbox"/> Byrne – Byrne Formula Grant (NCAP) <input type="checkbox"/> MCLUP – Mo. Crime Lab Upgrade Program <input type="checkbox"/> RSAT – Residential Substance Abuse & Treatment Program			
<input type="checkbox"/> CLAP – Crime Lab Assistance Program <input type="checkbox"/> LLEBG - Local Law Enforcement Block Grant <input type="checkbox"/> LGSD – Local Government School District Program			
<input type="checkbox"/> Title V – Delinquency & Youth Violence Prevention <input type="checkbox"/> Title II – Juvenile Justice Formula Grants <input type="checkbox"/> JAIBG – Juvenile Accountability Incentive Block Grant			
<input type="checkbox"/> Challenge – Statewide Policies and Programs			
SECTION 3 – APPLICANT AGENCY		SECTION 8 – PROJECT TITLE	
AGENCY		FAX	
ADDRESS		PHONE	
CITY		STATE	
ZIP		SECTION 9 – TYPE OF APPLICATION	
		<input type="checkbox"/> New <input type="checkbox"/> Revised <input type="checkbox"/> Renewal <input type="checkbox"/>	
SECTION 4 – APPLICANT AUTHORIZED OFFICIAL		SECTION 10 – CURRENT CONTRACT NUMBER(S)	
NAME			
FAX		SECTION 11 – APPLICANT'S FEDERAL TAX I.D. #	
PHONE			
TITLE		SECTION 12 – PROGRAM CATEGORY	
AGENCY			
ADDRESS		SECTION 13 – CONTRACT PERIOD	
CITY		BEGINNING DATE	
STATE		ENDING DATE	
ZIP		SECTION 14 – TYPE OF PROJECT	
SECTION 5 – PROJECT DIRECTOR			
NAME		SECTION 15 – PROGRAM INCOME	
FAX		Will Program Income be generated? <input type="checkbox"/> Yes <input type="checkbox"/> No	
PHONE		SECTION 16 – BUDGET	
TITLE		PERSONNEL	
E-Mail Address:		VOLUNTEER MATCH	
AGENCY		TRAVEL	
ADDRESS		EQUIPMENT	
CITY		SUPPLIES/OPERATIONS	
STATE		CONTRACTUAL	
ZIP		RENOVATION/CONSTRUCTION	
SECTION 6 – APPLICANT FISCAL OFFICER		TOTAL PROJECT COSTS	
NAME		FEDERAL/STATE SHARE	
FAX		%	
PHONE		LOCAL MATCH SHARE	
TITLE		%	
AGENCY		SECTION 17 – AUTHORIZED OFFICIAL'S SIGNATURE	
ADDRESS			
CITY		Signature	
STATE		Date	
ZIP			

Instructions for Application for Funding

Section 1 – Instructions

This application must be typewritten.

Section 2 – Grant Programs

Section 3 – Applicant Agency

Enter the legal name and address of the organization that has the authority to legally bind the agency in a contract.

For an agency within a city government system (i.e. Police Department), the **city** is the applicant organization. For an agency within a county government system (i.e. Sheriff's Department, Prosecuting Attorney's Office), the **county** is the applicant organization. For an agency within a judicial circuit (i.e. Circuit Court, Juvenile Office), the **county** that provides fiscal management is the applicant organization.

Byrne and LLEBG– Only state and local units of government are eligible to apply for this funding.

LGSD – Only local units of government which have entered into a local government/school district partnership as defined in Section 589.300 to 589.310, Supp. 1995 are eligible to apply for this funding.

Title V - Only local units of government are eligible to apply for this funding.

Section 4 – Applicant Authorized Official - This person cannot be the same person named as the Project Director.

Enter the name and address of the individual who has the authority to legally bind the applicant agency, as listed in Section 3, in a contract.

City Government – If the applicant agency is a city, the mayor/city administrator shall be the Authorized Official.

County Government – If the applicant agency is a county, the county commissioner/administrator shall be the Authorized Official.

Private/Nonprofit – If the applicant agency is a private, nonprofit organization, the Authorized Official must be the individual who has the legal authority to bind the organization in a contract. Any potential funds awarded as a result of this application cannot be used for the salary of the Authorized Official. Generally, the executive director of the organization or the board chairperson for the organization may act as the Authorized Official.

Section 5 – Project Director

Enter the name and address of the person who will have direct oversight of the proposed project.

If the project agency is a local law enforcement agency, the Project Director shall be the chief or sheriff of that agency. Exceptions to this requirement are the St. Louis Metropolitan Police Department and the Kansas City Police Department.

Section 6 – Applicant Fiscal Officer

Enter the name and address of the individual who has responsibility for project accounting, reporting, and closeout.

Section 7 – Non-Profit Board Chairperson

Enter the name and address of the individual serving as the organization's board chairperson. Please provide an address other than the agency address if possible.

**This section is not applicable to agencies that are not considered a 501 (c) (3) non-profit organization.*

Section 8 – Project Title

Enter a carefully chosen, brief descriptive title.

Section 9 – Type of Application

Indicate the type of application based on the following:

NEW - If this application is being submitted as part of a competitive bid process, the type of application is considered **"New"**.

REVISED - If the agency has specifically been asked by the Department of Public Safety to revise a portion of a New or Renewal application, the type of application is considered **"Revised"**.

RENEWAL - If the agency has specifically been notified of the opportunity to renew an existing contract, the type of application is considered **"Renewal"**.

CONTINUATION – If this application is being submitted as part of a competitive bid process to continue a program currently funded by the Department of Public Safety, the type of application is considered **"Continuation"**.

Section 10 – Current Contract Number(s)

Indicate the DPS Contract Number if the applicant agency currently has a contract through the identified grant program.

Section 11 – Applicant's Federal Tax I.D. Number

Enter the applicant organization's Federal Tax Identification Number. This number must be included in order to document receipt of this application.

Section 12 – Program Category

Enter the appropriate categorical description for this proposed project. Refer to the Program Description section of the application for a listing of the appropriate categories.

This section is not required for VOCA, SSVF, STOP, Title V or Challenge grants.

Section 13 – Contract Period

Enter the appropriate contract period for this proposed project. Please see the following listing.

VOCA – October 1 through September 30

SSVF – July 1 through June 30

STOP – January 1 through December 31

Title V – October 1 through September 30

Title II – October 1 through September 30

JAIBG – October 1 through September 30

Challenge – See Program Description

Byrne – July 1 through June 30

MCLUP – July 1 through June 30

RSAT – July 1 through June 30

CLAP – July 1 through June 30

LLEBG – May 1 through October 31

LGSD – July 1 through June 30

Section 14 – Type of Project

Check the appropriate box.

Section 15 – Program Income

If program income will be generated by this proposed project, please indicate in this section. Refer to the program application for information on program income.

Section 16 – Budget

Refer to the program application for the appropriate funding categories for the proposed project. Enter the total cost amounts from each individual budget page in the appropriately identified space. Enter the total Project Cost based on the totals taken from the individual budget pages. Enter the federal/state share and the local match shares. Make sure that the total federal/state share from the individual budget pages agrees with the amount entered on this sheet. Also make sure that the total local match share calculated from the individual budget pages agrees with the amount entered in this section. Refer to the program application for the description of the local match share if required.

Section 17 – Authorized Official's Signature

This application must bear the ORIGINAL SIGNATURE of the Authorized Official as identified in Section 4.

PERSONNEL		PROJECT TITLE:				
		APPLICANT AGENCY:				
INSTRUCTIONS						
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known). 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funded project. 5. The Total Costs should be calculated as follows: $(\text{Salary/Month}) \times (\% \text{ of Time on Grant}) \times (\text{Months to be employed})$.				6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	FT OR PT	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
SUBTOTAL						\$
FRINGE BENEFITS		BASIS FOR COST ESTIMATE				
F.I.C.A. & Medicare (.0765) PENSION/RETIREMENT LIFE INSURANCE MEDICAL INSURANCE UNEMPLOYMENT COMPENSATION WORKERS' COMPENSATION LIAB. OTHER (PLEASE IDENTIFY)						
SUBTOTAL						\$
State/Federal Share	\$	TOTAL PERSONNEL COST				\$
Local Match Share	\$					

PERSONNEL	PROJECT TITLE: Counseling services for Crime Victims					
	APPLICANT AGENCY: Crime Victim Assistance Agency					
INSTRUCTIONS						
1. Include all personnel to be employed on the proposed project. 2. Under Title or Position , list each proposed position. 3. Under Name of the Individual , list the name of the person who will fill each proposed position (if known). 4. Show Gross Monthly Salary for each individual and show the Percent Of Time to be devoted to this grant-funded project. 5. The Total Costs should be calculated as follows: (Salary/Month) x (% of Time on Grant) x (Months to be employed).				6. Under the Fringe Benefits section, identify the particular benefits such as social security, workers' compensation, medical insurance, etc. If dental and vision insurance are not included in the health insurance premium they should be listed separately. All fringe benefits provided must be itemized. 7. Under the column entitled Basis for Cost Estimate , enter the formula for computing the cost for each fringe benefit. 8. Enter the total in the Total Cost column.		
TITLE OR POSITION	NAME OF INDIVIDUAL	SALARY PER MONTH	FT OR PT	% OF TIME ON GRANT	MONTHS TO BE EMPLOYED	TOTAL COST
Advocate	Jane Doe	2000	FT	100	12	24,000
Advocate	Jill Smith	2000	FT	75	12	18,000
SUBTOTAL						\$ 42,000
FRINGE BENEFITS	BASIS FOR COST ESTIMATE					
F.I.C.A. & Medicare (.0765)	42,000 * 7.65%					3,213.00
PENSION/RETIREMENT	N/A					0.00
LIFE INSURANCE	J. Doe - \$7.25/ month *12 = \$87.00, J. Smith - \$7.25/month * 75% * 12 = 65.25					152.25
MEDICAL INSURANCE	J. Doe - \$210/month					2,520.00
UNEMPLOYMENT COMPENSATION	N/A					0.00
WORKERS' COMPENSATION LIAB.	N/A					0.00
OTHER (PLEASE IDENTIFY)	Dental Insurance: J. Doe - \$6.75/month					81.00
SUBTOTAL						\$ 5966.25
State/Federal Share	\$ 47,966.25					TOTAL PERSONNEL COST \$ 47,966.25
Local Match Share	\$ 0.00					

PERSONNEL INFORMATION


Grant Project Staff Only

Staff Member	Brief List of Experience and Current Job Responsibilities
1. _____ (Name) _____ (Title)	
2. _____ (Name) _____ (Title)	
3. _____ (Name) _____ (Title)	
4. _____ (Name) _____ (Title)	
5. _____ (Name) _____ (Title)	
6. _____ (Name) _____ (Title)	

VOLUNTEER MATCH		PROJECT TITLE:		
		APPLICANT AGENCY:		
INSTRUCTIONS				
1. Indicate all volunteer hours to be included in the Total Project Cost for Local Match purposes . Volunteer hours may be calculated at the rate of \$9.50. 2. Under Description (type) of Service to be Provided , break volunteer hours down by types of services to be provided by the volunteers. <i>Keep in mind that volunteer hours utilized for match are under the same requirements as paid staff utilized by the grant.</i> 3. Under Number of Volunteers , indicate the number of volunteers who will be providing each type of service indicated.		4. Under the column, Total Number of Hours , indicate the total number of hours to be contributed by volunteers on an annual basis for each type of service that will be used for Local Match purposes. 5. Under the Total Local Match column, enter the result of the following calculation: (Total Number of Hours) x (\$9.50 per hour). 6. Volunteer time may only be utilized toward the Local Match Share total.		
Description (type) of Service Provided (VOCA grant – must be direct services to victims)	Number of Volunteers	Total Number of Hours	X \$9.50 per hour	Total Local Match
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
			X \$9.50	
TOTAL VOLUNTEER HOURS		TOTAL LOCAL MATCH		\$

TRAVEL		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
1. Itemize travel expenses by event. 2. Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee.		6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 41.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred.	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL TRAVEL COST	\$
Local Match Share	\$		

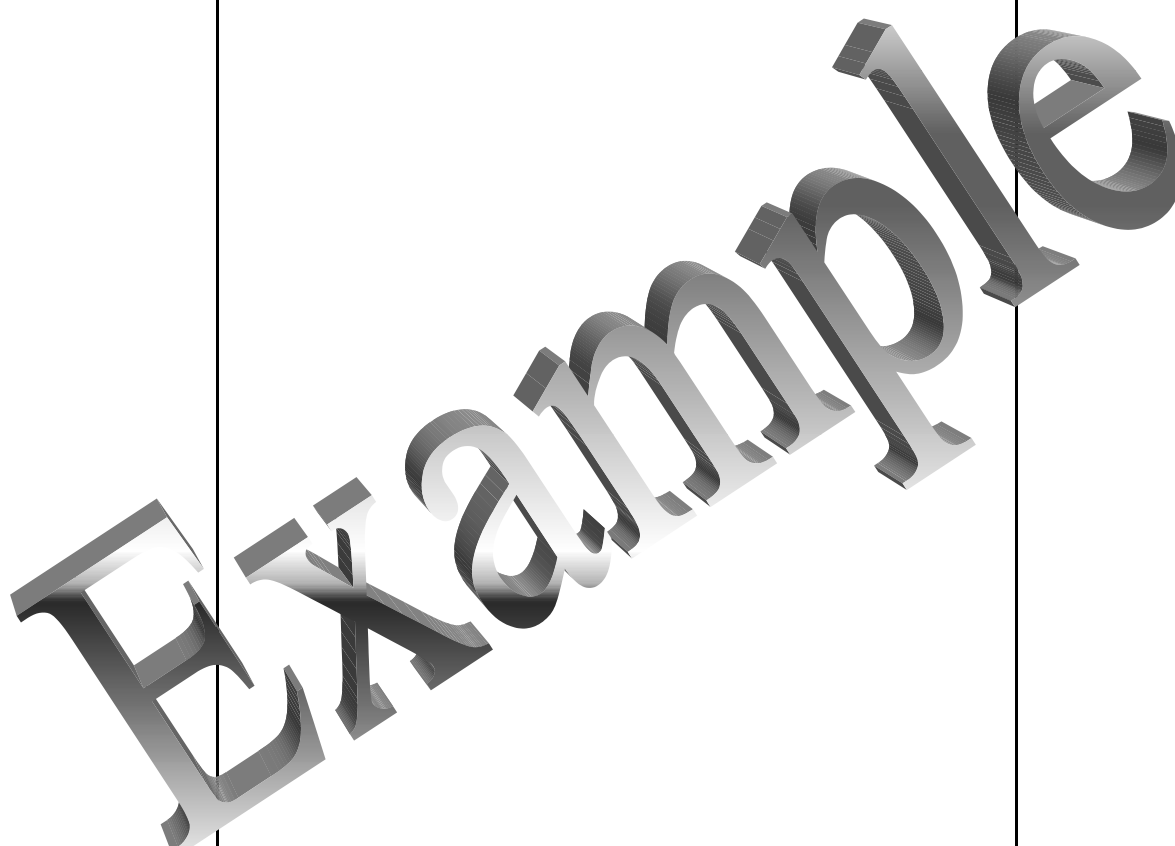
TRAVEL	PROJECT TITLE: Counseling services for Crime Victims	
	APPLICANT AGENCY: Crime Victim Assistance Agency	
INSTRUCTIONS		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <ol style="list-style-type: none"> 1. Itemize travel expenses by event. 2. Under the Item, list the type of travel (local, in-state, out-state), location and reason for travel. 3. Under the Basis for Cost Estimate, supply information regarding total distance to be traveled, the rate per mile, total days of travel, daily subsistence allowance, and number of people traveling. 4. Justify in the narrative (under Budget Justification) why the travel is necessary for project execution and who will be traveling. 5. In training projects, where travel and subsistence of trainees is included, list the item separately and show the number of trainees and the allowance per trainee. </div> <div style="width: 48%;"> <ol style="list-style-type: none"> 6. Tuition and registration fees for eligible training <u>must be listed under the Supplies/Operations</u> category. 7. Enter the costs in the Total Cost column. 8. The amount of mileage allowance shall not exceed 41.5¢ per mile and shall not exceed actual transportation fare where public common-carrier transportation is used (exclusive of first class accommodations.) Travel must be by the most direct practical route. Actual transportation expenses and the amount of meal charges shall not exceed the actual costs and must be reasonable. Lodging expenses will be reasonable. Local rules and regulations will apply if they are more restrictive than those mentioned above. Travel expenses will not be reimbursed until the travel has occurred </div> </div>		
ITEM	BASIS FOR COST ESTIMATE	TOTAL COST
Local mileage for Advocates to transport victims to court, shelter, etc.	400 miles annually * \$0.415 / mile	166.00
Mileage to attend State Annual Victim Conference in Columbia, MO Nov 1 – 3, 2006	200 miles roundtrip * \$0.415 / mile	83.00
Meals not provided at conference while attending State Annual Victim Conference in Columbia, MO Nov 1 – 3, 2006	\$25 / day / per advocate for 4 days each (travel day Oct 31, 2006)	200.00
Lodging while attending State Annual Victim Conference in Columbia, MO Nov 1 – 3, 2006	\$60 room / day for 3 nights / per advocate	360.00
<div style="position: relative; height: 100px;"> Example </div>		<div style="border: 1px solid red; padding: 5px; color: red; font-weight: bold;"> **Please note the conference example given is fictitious! </div>
State/Federal Share	\$ 809.00	TOTAL TRAVEL COST \$ 809.00
Local Match Share	\$ 0.00	

EQUIPMENT	PROJECT TITLE: Counseling services for Crime Victims		
	APPLICANT AGENCY: Crime Victim Assistance Agency		
INSTRUCTIONS			
1. Equipment is defined as tangible personal property having a useful life of more than one year. 2. Under the Item column, describe each type of equipment in terms of size, capability, etc.		3. Under the Basis for Cost Estimate , list the number of units of each type of equipment and provide a unit cost. 4. Under the Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost).	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
Hewlett Packard InkJet Printer	1 printer for therapist @ \$300		\$300.00
			
State/Federal Share	\$	300.00	TOTAL EQUIPMENT COST \$ 300.00
Local Match Share	\$	0.00	

[illegible]

SUPPLIES/OPERATIONS	PROJECT TITLE: Counseling services for Crime Victims		
	APPLICANT AGENCY: Crime Victim Assistance Agency		
INSTRUCTIONS			
1. Under the Item column, list by type of supply or operational expense (i.e., office supplies, training materials, telephone, postage, etc.). Be as specific as possible. 2. Under the Basis for Cost Estimate column, list the cost per unit and the number of units requested.		3. Under Total Cost column, record the cost to be calculated as follows: (number of units) x (unit cost). 4. Tuition and registration fees for eligible training must be listed on this page. These fees will not be reimbursed until the training has occurred. 5. Please refer to the Certified Assurances pertaining to supplies and operating expenses for further information.	
ITEM	BASIS FOR COST ESTIMATE		TOTAL COST
Office Supplies	Office supplies for Advocates Doe and Smith and contractual therapist. VOCA project equals 25% of agency budget. Annual office supplies cost = \$2,000 * 25%		500.00
Registration for State Annual Victim Conference Nov 1 – 3, 2006 in Columbia, MO	Registration Cost = \$150/person. Registration for J. Doe and J. Smith.		300.00
<div style="position: relative; width: 100%; height: 100%;"> <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%) rotate(-30deg); font-size: 100px; opacity: 0.3; pointer-events: none;">Example</div> <div style="border: 1px solid red; padding: 5px; width: fit-content; margin: 20px auto; color: red; font-weight: bold;"> **Please note the conference example given is fictitious! </div> </div>			
State/Federal Share	\$ 800.00	TOTAL SUPPLIES/ OPERATIONS COST	\$ 800.00
Local Match Share	\$ 0.00		

CONTRACTUAL		PROJECT TITLE:	
		APPLICANT AGENCY:	
INSTRUCTIONS			
1. Under the Nature of Service column, describe the types of consultant services or contracts desired. 2. Under the Basis for Cost Estimate , enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i>		3. In the Total Cost column, record the costs to be calculated as follows: (amount of time) x (rate of compensation). 4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that does not have a contractual agreement cannot be listed on this page. 5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.	
NATURE OF SERVICE	BASIS FOR COST ESTIMATE		TOTAL COST
State/Federal Share	\$	TOTAL CONTRACTUAL COST	\$
Local Match Share	\$		

CONTRACTUAL	PROJECT TITLE: Counseling services for Crime Victims		
	APPLICANT AGENCY: Crime Victim Assistance Agency		
INSTRUCTIONS			
1. Under the Nature of Service column, describe the types of consultant services or contracts desired. 2. Under the Basis for Cost Estimate , enter the total amount of time to be used and the rate of compensation per unit of time. <i>In the narrative under budget justification, include statements justifying the rate of compensation per unit of time and the necessity for including the costs in the project budget.</i>		3. In the Total Cost column, record the costs to be calculated as follows: (amount of time) x (rate of compensation). 4. A copy of any contractual agreement made as a result of an award through this grant program must be forwarded to the Department of Public Safety. Any service that does not have a contractual agreement cannot be listed on this page. 5. Any contractual agreement entered into as a result of an award of contract by DPS must be for a time period within the contract period designated by DPS.	
NATURE OF SERVICE	BASIS FOR COST ESTIMATE		TOTAL COST
Individual Therapy for Crime Victims	Therapist A will provide 10 hours of therapy per week/ 1 hour per session for identified victims of crime. 1 hour session @ \$30/hour		300.00
			
State/Federal Share	\$300.00	TOTAL CONTRACTUAL COST	\$300.00
Local Match Share	\$0.00		

OTHER FUNDING SOURCES

List the agency's other funding sources for this project. Include any other sources of federal, state, local, or private funding. *(Make copies of this form if necessary.)*

Source of Funding	Amount	Description of the Funding	Funding Period	Expenditures Covered by Funding
	\$			
	\$			
	\$			
	\$			
	\$			
	\$			

VOCA CERTIFIED ASSURANCES

AGENCY NAME:

PROJECT TITLE:

In addition to the general terms contained in the *Application Packet*, the applicant is also conditioned upon and subject to compliance with the following assurances:

1. The applicant assures that it will comply, and all its subcontractors will comply, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Victims of Crime Act; the Missouri Department of Public Safety Financial and Administrative Guidelines for Contracts; the provisions of the current Office of Justice Programs Financial and Administrative Guide for Grants; and all other applicable federal laws, orders, circulars or regulations.
2. The applicant agrees to maintain the records necessary to evaluate the effectiveness of the project.
3. Subgrant Award Reports for VOCA are due with the award documents and no later than 30 days from the beginning of the contract period.
4. VOCA contractors must submit a report, on the form provided by the Department of Public Safety; six months after the beginning date of the contract that outlines the status of the project from both a financial and a programmatic standpoint.
5. The applicant agrees to submit, within 15 days of the project period ending date, a performance report which will include a summary description of the project; the data collected on the performance indicators included in the program description of the application package; the results of the evaluation process; and a brief assessment of impact.
6. The applicant agrees to comply with the provisions outlined in the Program Description for the Victims of Crime Act.
7. **Travel:** Expenditures for travel must be supported and documented by signed travel vouchers. Hotel/motel and meal receipts must be on file. Maximum amounts have been established for mileage, meals and other expenses. **Check with the Department of Public Safety for current rates.** Reimbursement of travel expenses will not occur until after the travel has taken place. Prior approval must be obtained from the MODPS prior to attending any training / travel that is not specifically outlined in the approved budget.
8. **Equipment:** Expenditures for equipment must be in accordance with the approved budget. All items of equipment must be assigned an inventory number and be readily identifiable as being purchased with Missouri Department of Public Safety funds.
9. **Supplies/Operating Expenses:** Expenditures for supplies and operating expenses shall be in accordance with the approved budget. Documentation in the form of paid bills and vouchers must support every expenditure requested for reimbursement. Care shall be given to assure that all items purchased directly relate to the specific project objectives for which the contract was approved. The titles of films, brochures, and other "miscellaneous items", not specifically outlined in the approved budget, must be submitted to the Missouri Department of Public Safety, Office of the Director, for approval **prior** to purchasing same. Reimbursement of conference registration fees will not be provided until the conference has taken place.
10. **Personnel:** The applicant assures that detailed time and attendance records shall support all personnel costs and that proper records shall be maintained to adequately substantiate time spent to carry out the specific objectives for which the contract was approved. **All** VOCA funded employees must keep a timesheet of all activities to document time spent on the project. Only actual time spent on the project may be claimed. The timesheets must include the date, the beginning time, a brief description of, and the ending time for each task performed by the employee.
11. **Local Share:** The approved match must be expended within the period for which federal funds are available for expenditure under the approved contract. Records must be maintained to show the amount and timing of the match. These records are subject to audit in the same manner and to the same extent as books and records dealing with federal funds.

Failure to provide the approved match may result in your agency being required to refund the federal share to the Missouri Department of Public Safety.

12. **Interest:** The applicant assures that federal funds will not be used to pay interest or any other financial costs.

13. **Budget Revisions:**

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- a. The addition or deletion of a specific budget line item
- b. Monetary additions to the Personnel Budget Category
- c. A change in the approved budget categories in excess of 10 percent of the total **award** amount.
- d. A change in the scope of the project
- e. A change in or temporary absence of the project director or authorized official
- f. A change in the project site
- g. A change in the name of the agency.

Prior approval must be received from the Missouri Department of Public Safety for any **programmatic** changes in the contract.

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented.

Informal Budget Revisions: Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category (except for the Personnel budget – prior approval for movement of funds into this category is necessary).

14. **Contractual Services:** The applicant assures that the following general requirements will be followed when subcontracting for work or services contained in this proposal:
- a. All consultant and contractual services shall be supported by written contracts stating the

services to be performed, rate of compensation, and length of time over which the services will be provided which shall not exceed the length of the grant period.

- b. A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety, Office of the Director, upon their ratification.
- c. Payments must be supported by statements providing the services rendered and supporting the period covered.
- d. Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety, Office of the Director.
- e. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. The maximum rate for consultants is \$450 (excluding travel and subsistence costs for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to time required for actual performance. A request for over \$450 per day requires prior approval and additional justification.

15. **Sole Source Procurement:** When only one bid is received or only one vendor is contacted, the purchase is deemed to be sole source procurement. Sole source procurement on purchases with an individual cost from \$3,000 to \$100,000 requires **prior** approval by the Department of Public Safety.

In addition, sole source procurement for amounts in excess of \$100,000 requires **prior** U.S. Department of Justice approval.

16. The applicant shall fully coordinate all activities in the performance of the project with those of the Missouri Department of Public Safety, Office of the Director.
17. The applicant certifies that all expendable and non-expendable property purchased with funds awarded under this contract shall only be used to provide direct services to victims of crime.
18. The applicant assures that federal block grant funds made available will not be used to supplant state and local funds, but will be used to increase the amounts of such funds that would, in the absence of federal

funds, be made available for the activities of this project (Supplanting does not apply to non-profit organizations).

19. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Missouri Department of Public Safety, Office of the Director, shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this contract.
20. **Audit:** The applicant agrees to provide an annual audit of their organization, if required, in accordance with the provisions of Office of Management and Budget Circulars applicable to their organization.
21. The applicant assures that it shall maintain such data and information and submit such reports, in such form, at such times, and containing such information as the Missouri Department of Public Safety, Office of the Director, may require. This includes any additional information that may be necessary in follow-up to monitoring and/or audit issues, and in response to requests from the Department of Justice.
22. The applicant assures that, if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 CFR 42.301 et.seq., it will submit a certification to the Missouri Department of Public Safety that it has a current EEOP on file which meets the requirements therein.
23. The applicant assures that, in connection with the furnishing of services under this contract, it will comply and any subcontractors will comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).
24. The applicant assures that it will comply, and all its subcontractors will comply, with the non-discrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or the Victims of Crime Act (as applicable); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans with Disability Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination 28 CFR Part 35 and Part 39.
25. The applicant assures that, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights Compliance (OCRC) of the Office of Justice Programs, U.S. Department of Justice.
26. Applicant assures that they will maintain confidentiality of client-counselor information as required by state and federal law.
27. Applicant assures that except as otherwise provided by federal law, they shall not use or reveal any research or statistical information furnished under this program by any person identifiable to any specific private person for any purpose other than the purpose for which such information was obtained in accordance with VOCA. Such information, and any copy of such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit, or other judicial, legislative, or administrative proceeding. See Section 1407(d) of VOCA codified at 42 U.S.C. 10604.
28. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with sections 590.100 to 590.180, RSMo. Section 590.180, subsection 2 states that "any law enforcement agency which employs a peace officer who is not certified as required by sections 590.100 to 590.180 shall not be eligible to receive state or federal funds which would otherwise be paid to it for purposes of training and certifying peace officers or for other law enforcement, safety or criminal justice purposes."
29. If the applicant is a law enforcement agency, the applicant assures that the agency is in compliance with the provisions of Section 43.505, RSMo relating to uniform crime reporting, and Section 590.650, RSMo relating to racial profiling.
30. The applicant assures that it will provide the eligible direct victim services, as may be required, set forth in Missouri's Constitutional Amendment for **Victims' Rights and Section 595.209, RSMo**. (These eligible direct victim services do not include general witness assistance).
31. The applicant assures that they will formally report to the Missouri Department of Public Safety within 48 hours of notification that a Department of Public Safety grant-funded individual is arrested for or formally charged with a misdemeanor or felony

regardless if the criminal infraction is related to the individual's employment. The Department of Public Safety reserves the right to suspend or terminate grant funding pending the adjudication of the criminal infraction.

32. The Missouri Department of Public Safety, Office of the Director reserves the right to terminate any contract entered into as a result of this application at its sole discretion and without penalty or recourse by giving written notice to the contractor. In the event of termination pursuant to this paragraph, all documents, data, and reports prepared by the contractor under the contract shall, at the option of the Missouri Department of Public Safety, become property of the State of Missouri. The contractor shall be entitled to receive just and equitable compensation for that work completed prior to the effective date of termination.
33. An award of contract, entered into as a result of this application, shall not bind or purport to bind the Department of Public Safety for any contractual

commitment in excess of the original contract period contained in such an award of contract. However, the Department of Public Safety shall have the right, at its sole discretion, to renew any such award of contract on a year-to-year basis. Should the Department of Public Safety exercise its right to renew the contract, the renewal shall be subject to the terms set forth by the Department of Public Safety in the documents developed for such renewal. Failure to comply with such terms set forth by the Department of Public Safety will result in the forfeiture of such a renewal option.

34. It is understood and agreed upon that, in the event funds from state and/or federal sources are not appropriated and continued at an aggregate level sufficient to cover the contract costs, or in the event of a change in federal or state laws relevant to these costs, the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

Failure to comply with any of the foregoing certified assurances could result in funds being withheld until such time as the contractor takes appropriate action to rectify the incident(s) of non-compliance.

The applicant hereby certifies, by signature, acceptance of the terms and conditions specified or incorporated by reference herein, including those stated in the contract application.

Authorized Official

DATE

Project Director

DATE

AUDIT REQUIREMENTS

If you are awarded funds through the Missouri Department of Public Safety, you **ARE** required to submit a copy of your agency's audit for the period covered by this contract.

- ⇒ An audit is required for the agency fiscal year, when **State** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000** or more is expended by the applicant agency.
- ⇒ An audit is required for the agency fiscal year, when **Federal** financial assistance, (which consists of funds received from the Federal Government or federal funds passed through state agencies), of **\$500,000** or more is expended by the applicant agency.
- ⇒ No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.

This section must be completed even if your agency is not required to submit an audit to the Missouri Department of Public Safety.

1. Date of last audit: _____ 2. Date(s) covered by last audit: _____

3. Last audit performed by: _____

Phone number of auditor: _____

4. Date of next audit: _____ 5. Date(s) to be covered by next audit: _____

1. Next audit will be performed by:

Phone number of auditor: _____

7. Total amount of funds received from ***ALL*** entities ***INCLUDING*** the Department of Public Safety

Federal Amount: \$_____ State Amount: \$_____

NOTE: State Auditor of Missouri audits all state agencies, third class counties, and all judicial circuits. First, second, and fourth-class counties and other local political subdivisions and not-for-profit agencies must make arrangements with a private CPA firm to perform an audit.

Signed: _____
(Authorized Official)

Date: _____

Agency: _____

Phone: _____

REPORT OF EXPENDITURES AND CHECK PAYEE INFORMATION

The following information is necessary if your agency receives a contract from the Missouri Department of Public Safety

Name and address of the individual who will be responsible for completing the Monthly Report of Expenditures and Request for Reimbursement. *(The Monthly Report of Expenditures and Request for Reimbursement will be mailed to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

Check Payee Information - List the name and address of the check payee. Do not include an individual's name, *only the name and address of the agency to which the check must be made payable.*

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

Name and address of the individual to whom the check needs to be mailed. *(The check will be mailed directly to this individual each month.)*

NAME: _____

AGENCY: _____

ADDRESS: _____

(Include city, state, and zip)

TELEPHONE: _(_____)_____ FAX NUMBER: _____

E-MAIL ADDRESS: _____



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Organization

Address of Organization

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**Missouri Department of Public Safety
Financial and Administrative Guidelines**

APPLICATION FILING PROCEDURE

The Department of Public Safety, Office of the Director, will follow the procedures established in Chapter 34, RSMo, in regard to the filing of applications for assistance for not-for-profit private agencies.

The Department of Public Safety may follow the procedures established by the Department of Public Safety, Office of the Director, for all federal funding programs administered by the Department of Public Safety, Office of the Director, in regard to the filing of applications by public agencies. However, the Department of Public Safety, Office of the Director, may elect to follow the procedures established in Chapter 34, RSMo in regard to the filing of applications for assistance by public agencies.

- It is strongly recommended that applicants use the United States Postal Service or a traceable shipping service that guarantees a delivery date to ensure that applications arrive promptly.
- Applications received via facsimile or e-mail **will not** be accepted at any time.
- Applications for the Program that do not meet the above submission requirements **will not** be considered for funding.
- Applicants must submit all data required by this application document.
- **Failure to submit all required data could disqualify** the proposal from further consideration. Final funding decisions will be made by the first of October.
- Applicants will not be contacted if a portion of their application is missing.

APPLICATION REVIEW PROCESS

Competitive Bid Process

A review panel of various individuals from the Missouri Department of Public Safety and individuals from outside the department who do not have a financial interest in this program will be convened to review all the proposals received by the deadline as set out in this application document.

The review panel changes for each grant process and from year to year. This enables the Department of Public Safety to assure that more than one set of viewpoints on the issues surrounding victim services is expressed and utilized in the evaluation process. The Department of Public Safety staff provides a source of continuity in the review panel process.

In evaluating each application, both objective analysis and subjective judgment shall be used in conducting an assessment of the proposal in accordance with the grant guidelines in addition to the following criteria:

- Demonstration of need;
- Adequate correlation between the cost of the project and the objective(s) to be achieved;
- Probability of project to meet identified goal(s);
- Demonstration that Program funds will not be used to supplant state and local funds (local units of government only) or that not-for-profit agencies adequately demonstrated the justification for receiving Program funds to replace other funds previously used for the program;
- Degree of cooperation between local officials, community groups, and citizens to fulfill goals for the overall success of the project;
- Demonstration that applicant agency has identified support and contributions for this project from sources other than this grant program;
- Demonstration that the applicant agency has met and will continue to comply with all applicable state and federal laws and guidelines;
- Experience and expertise of the agency in the field of victim services;
- Overall quality of the application.

AWARD AND ACCEPTANCE OF CONTRACT

AWARD OF CONTRACT

After completion of the review process, applications designated for approval are formally awarded by the Missouri Department of Public Safety in the form of the *Award of Contract* document. This award document identifies the Missouri Department of Public Safety (Administrative Agency), the Contractor, the Contract Period, amount of federal or state funds, and the Contract Number. As appropriate, Special Conditions are included which the Contractor must meet if the award is accepted. All correspondence concerning the award shall refer to the designated Contract Number shown on the *Award of Contract* document.

ACCEPTANCE OF AWARD

The *Award of Contract* constitutes a contractual agreement between the Missouri Department of Public Safety and the Contractor for use of state or federal funds in the implementation of the project covered by the award as outlined in the Application for Contract and Narrative Work Program. This contractual agreement may be terminated without further cause if the Contractor fails to affirm its acceptance of the award by signing and returning the *Award of Contract* to the Missouri Department of Public Safety **WITHIN 45 DAYS** from the date of award. No state or federal funds shall be disbursed to the Contractor until the Missouri Department of Public Safety has received the signed acceptance.

CANCELLATION CONDITIONS

If a project is not operational within **60 DAYS** of the contract starting date, the Contractor must report by letter to the Missouri Department of Public Safety the steps taken to initiate the project, the reasons for delay, and the expected starting date.

If a project is not operational within **90 DAYS** of the contract starting date, the Contractor must submit a second statement to the Missouri Department of Public Safety explaining the implementation delay. Upon receipt of the 90-day letter, the Missouri Department of Public Safety may decide to continue the contract or cancel the project.

PAYMENT AND REPORTING OF FUNDS

REPORT OF EXPENDITURES AND REQUEST FOR REIMBURSEMENT

Contractors will be required to verify, on a monthly basis, actual cash expenditures and request reimbursement for those expenditures. The *Monthly Report of Expenditures and Request for Reimbursement* is mailed to the Contractor on a monthly basis with the due date being the tenth (10th) day of each month. The *Monthly Report of Expenditures and Request for Reimbursement* is used by the Missouri Department of Public Safety to process payment sent out to the Contractor for reimbursement of expenditures.

OBLIGATED FUNDS

Funds are considered obligated by a Contractor when a legal liability to pay determinable sums for services or goods is incurred that will require payment during the same or future period. When a purchase order is issued, funds are considered obligated. All funds must be obligated by the contract period ending date. Any funds not properly obligated within the contract period will lapse and revert to the Missouri Department of Public Safety. Travel Expenses will only be allowed for events, training, and other activities held during the time period of the contract. Funds cannot be obligated for an activity that will take place outside of the contract period.

EXPENDED FUNDS

Funds are considered to be expended when payment is made. Due to the nature of this program all funds must be expended by the end of the contract period.

REPORTING REQUIREMENTS FOR REVISIONS

BUDGET REVISIONS

Formal Budget Revisions: Prior approval must be received from the Missouri Department of Public Safety, Office of the Director, for certain types of changes to the budget or project scope. These types of changes are listed below:

- a. The addition or deletion of a specific budget line item
- b. Monetary additions to the Personnel Budget Category
- c. A change in the approved budget categories in excess of 10 percent of the total award amount.
- d. A change in the scope of the project
- e. A change in or temporary absences of the project director or authorized official
- f. A change in the project site
- g. A change in the name of the agency

Timing of Formal Budget Revisions: If a budget or programmatic revision is required, the request for a change must be submitted at least 30 days prior to the proposed change taking effect and at least 60 days prior to the end of the contract. Budget revisions must be requested on the required form. Budget revisions will not be retroactive unless there are extenuating circumstances presented.

Informal Budget Revisions: Prior approval does not need to be sought from the DPS when transferring less than 10% (cumulative during the contract period) of the total grant award from one budget category to another budget category (except for the Personnel Budget – Prior approval for any monetary additions in this category is necessary).

Care must be taken to ensure supplanting does not occur if moving funds through an informal budget revision if your agency is subject to supplanting as indicated by the grant guidelines.

PROGRAM REVISIONS

Contractors must make a written request for approval from the Missouri Department of Public Safety for major program changes at least 30 days prior to the proposed change. These include changes such as:

- A change in project activities as set forth in the approved Narrative Work Program.
- A change in or the temporary absence of the project director and/or authorized official.
- A change in a project staff position.
- A change in project site.
- The addition of an item to the project budget.

PROCUREMENT POLICY

ALLOWABILITY OF COSTS

For requirements specific to *VOCA*, please refer to the *Program Description* contained in the Application Packet.

If the Contractor is uncertain as to the allowability of a cost, please contact the respective Program Office with the Missouri Department of Public Safety, Office of the Director for clarification.

PROCUREMENT OF COSTS

It should be determined that the item to be purchased is an approved budget item (approved by the Missouri Department of Public Safety and shown in the approved application), that any necessary prior approval has been obtained, that no other item owned by the Contractor is available for the purpose, and that sufficient funds are in the budget prior to purchasing an item.

All contractors are encouraged to use their own procurement regulations provided unless the Procurement Policy for the State of Missouri is more restrictive. At a minimum, the contractor must meet the following procurement standards:

- 1) All procurement transactions whether negotiated or competitively bid and without regard to dollar value shall be conducted in a manner so as to provide maximum open and free competition.
- 2) All quotations and the rationale behind the selection of a source of supply must be retained, attached to the purchase order copy, and placed in the accounting files.
- 3) Where only one bid or positive proposal is received, it is deemed to be sole source procurement. Sole source procurement on amounts over \$3,000 requires prior approval from the appropriate Missouri Department of Public Safety, Office of the Director grant program office.
- 4) Items costing less than \$3,000 may be purchased with prudence on the open market.
- 5) All purchases estimated to cost between \$3,000 but less than \$24,999, must be competitively bid, but need not be solicited by mail or advertisement.
- 6) All purchases with an estimated expenditure of \$25,000 or over shall be advertised for bids in at least two daily newspapers of general circulation in such places as are most likely to reach prospective bidders at least five days before bids for such purchases are to be opened.

CONTRACT REQUIREMENTS

When a Contractor subcontracts for work or services, the following is required:

- 1) All consultant and contractual services shall be supported by written contracts stating the services to be performed, rate of compensation and length of time over which the services will be provided which shall not exceed the length of the contract period.
- 2) A copy of all written contracts for contractual or consultant services must be forwarded to the Missouri Department of Public Safety upon their ratification.

- 3) Payments must be supported by statements outlining the services rendered and supporting the period covered.
- 4) Any contract or agreement for service of \$3,000 or more which is not entered into as a result of competitive bidding procedures (or if only one bid is received) must receive prior approval from the Missouri Department of Public Safety.
- 5) Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the market place. Consideration will be given to compensation including fringe benefits for those individuals whose employers do not provide the same. In addition, the policy is that the maximum rate for consultants is \$450 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for over \$450 a day requires prior approval and additional justification.

PROPERTY

Definitions

The following definitions apply for the purpose of these policies and procedures:

- 1) **Real Property** means land, land improvements, and appurtenances thereto, excluding movable machinery and equipment.
- 2) **Personal Property** means property of any kind except real property. It may be tangible (having physical existence) or intangible (having no physical existence, such as patents, inventions, and copyrights).
- 3) **Equipment** is tangible, nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.
- 4) **Nonexpendable Personal Property** means tangible personal property having a useful life of more than one year and an acquisition cost of \$250 or more per unit.

Title

Initially, title to property acquired in whole or in part with federal funds in accordance with an approved project budget shall be vested in the Contractor, as long as said property is used for the purposes of the victim assistance project. When the property is no longer used for project purposes, the Contractor shall notify the Missouri Department of Public Safety for final disposition instructions.

Record Requirement

The Contractor will be required to maintain property management records. At a minimum, property management records maintained by the Contractor must meet the following requirements:

- 1) Records shall contain copies of the purchase order and invoice.
- 2) The records shall include an inventory control listing for nonexpendable property. The inventory control list must be reasonably current. The system may be manual or automated, centralized or decentralized. The record must contain:
 - a. Item description;
 - b. Source of property;
 - c. Manufacturer's serial number and, if applicable, a control number;
 - d. Federally funded cost equity at time of acquisition;
 - e. Acquisition date and cost;

- f. Location, use, and condition of property;
 - g. Ultimate disposition data including sale price or the method used to determine current fair market value.
- 3) A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to the property. Any loss, damage, or theft of nonexpendable property shall be investigated, fully documented, and made part of the contract file.
- 4) Adequate maintenance procedures shall be established to keep the property in good condition.

Inventory Record Retention

Records for nonexpendable property acquired with state or federal funds shall be retained for three years **after final disposition of property.**

Disposition of Personal Non-expendable Property

Contractors shall dispose of the personal non-expendable property when original or replacement equipment acquired under the award or subaward is no longer needed for the original project or program or for other activities currently or previously supported by a federal agency. Disposition of the equipment will be made as follows:

- a. Items with a current per unit fair market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the Department of Public Safety.
- b. Items with a current per unit fair market value in excess of \$5,000 may be retained or sold and the Department of Public Safety shall have a right to an amount calculated by multiplying the current market value or proceeds from the sale by the Department of Public Safety's share of the equipment. The seller is also eligible for sale costs.
- c. In cases where a contractor fails to take appropriate disposition actions, the Department of Public Safety may direct the contractor to take other disposition actions.

Intangible Property

Copyrights – Where Department of Public Safety programs produce original books, manuals, films or other copyrightable material, the Contractor may copyright such, but the Administration reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish, translate, or otherwise use, and to authorize others to publish and use such materials.

Patents – If any discovery or invention arises or is developed in the course of or as a result of work performed in a Contractor's project, the Contractor shall refer the discovery or invention to the Missouri Department of Public Safety, Office of the Director which will determine whether or not patent protection will be sought, how any rights therein, including patent rights, will be disposed of and administered, and the necessity of other action required to protect the public interest in work supported with state funds.

ACCOUNTING SYSTEM AND FINANCIAL RECORDS

ACCOUNTING SYSTEMS

All Contractors must establish and maintain accurate financial records and an adequate accounting system to account for funds awarded to them and for the funds used as match. An acceptable and adequate accounting system is considered to:

- 1) Present and classify costs of the contract as required for budgetary and evaluation purposes;
- 2) Provide cost and property control to assure optimal use of state or federal funds;
- 3) Control funds and other resources to assure that the expenditure of funds and use of property are in compliance with any general or special conditions of the contract;
- 4) Meet the deadlines for submission of financial reporting information, as needed for control and evaluation of all contract costs.

Total Cost Budgeting and Accounting

Accounting for all contract funds shall be structured and executed on a “total program cost” basis. That is, total program costs, including state or federal funds and local matching funds, and any other sources included in the approved project budget, shall be the foundation for fiscal administration and accounting. Contract applications and financial reports require budget and cost estimates on the basis of total costs.

Commingling of Funds

Contractors are not required to physically segregate cash deposits of the awarded federal or state funds. However, the accounting systems of all contractors and subcontractors must ensure that agency funds are not commingled with funds from other state and federal sources. Each award must be accounted for separately. Contractors and subcontractors are prohibited from commingling funds on either a program-by-program basis or a project- by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another project.

Contractor Responsibilities

All Contractors receiving federal funds through the Missouri Department of Public Safety are responsible for the management and fiscal control of all funds. Responsibilities include the accounting of receipts and expenditures, the maintaining of adequate financial records and the refunding of expenditures disallowed by audits.

The Contractor is responsible for all aspects of the contract including proper accounting and financial record keeping.

These responsibilities include:

- 1) Reviewing Financial Operations;
- 2) Recording Financial Activities;
- 3) Budgeting and Budget Review;
- 4) Accounting for Non-State Contributions and Non-federal contributions;
- 5) Audit Requirements;
- 6) Reporting Irregularities to the MO Department of Public Safety upon their discovery.

Record Retention

Records of the Contractor, including books of original entry, source documents, supporting accounting transactions, the general ledger, subsidiary ledgers, personnel and payroll records, cancelled checks, and related documents and records are to be retained for a period of three years pursuant to the following:

- 1) The retention period starts from the date of submission of the final Report of Expenditures or from the submission of the audit for the contract period covered.
- 2) Personnel and payroll records shall include the time and attendance reports for all individuals reimbursed under a contract or subcontract, whether they are employed full-time or part-time.
- 3) Records must be retained beyond a three-year period if an audit is in progress and/or the findings of a completed audit have not been resolved. If an audit is completed and the findings are resolved prior to the three-year period, records will be retained until the end of the three-year period.
- 4) If state or local law requires a longer period of retention, access to the records will be allowed for purposes of audit.
- 5) The financial records must be kept in an orderly manner and be available for audit purposes to the Missouri Department of Public Safety.
- 6) Contractors are responsible for protecting their records against fire, theft, or other possible damages.

Audit Requirements

1. An audit is required for the agency fiscal year, when **STATE** financial assistance, (which consists of funds received directly from the State of Missouri, but does not include federal pass-through funds), of **\$100,000 or more** is expended by the applicant agency.
2. An audit is required for the agency fiscal year, when **FEDERAL** financial assistance, (which consists of funds received directly from the Federal Government or federal funds passed through state agencies), of **\$500,000 or more** is expended by the applicant agency.
3. No audit of any type is required when **STATE** financial assistance of less than \$100,000 or **FEDERAL** financial assistance of less than \$500,000 is expended. However, the recipient must maintain detailed records on grant activity required for such grants.
4. State and Federal assistance amounts are based on an agency wide basis, not on a project basis. For instance, a city police department applying for funds through this project must report the entire amount of federal and state funds received by the city, not by the police department to determine whether they must have an audit completed and submitted to the Missouri Department of Public Safety.
5. If an audit is required it should only be submitted to the Missouri Department of Public Safety upon receipt of an award of federal or state funds from the Missouri Department of Public Safety.

MONITORING

MONITORING REQUIREMENTS

The Missouri Department of Public Safety, in accordance with State Guidelines, may monitor contracts awarded through this program. Monitoring will be conducted through on-site visits or through desk monitoring as deemed necessary by the program manager. Applicant agencies may be monitored annually.

In certain situations, a contract may be monitored either on-site or through desk monitoring on a regular and frequent basis to assure compliance. These situations include, but are not limited to:

- A report to the Missouri Department of Public Safety, Office of the Director of the mishandling of grant funds
- A report of the use of grant funds for ineligible activities
- Discrepancies noted on the Monthly Report Of Expenditures and/or Detail Sheet
- A change in the managing staff within a contracting agency
- Financial and/or programmatic issues of noncompliance found during a regularly scheduled monitoring visit or desk monitoring

MONITORING PURPOSE

Monitoring of all programs funded through the Missouri Department of Public Safety is designed to provide assistance to the Contractor both from a technical and programmatic standpoint, as well as, to provide the Missouri Department of Public Safety with the necessary information to ensure the Contractor's compliance with state and federal guidelines. This monitoring report will also be used as a tool for determining the progress of the project in achieving its outlined goals and objectives

MONITORING INFORMATION REQUIRED

The following information and records will be required and reviewed at the time the monitoring report is conducted:

- 1) A brief summary of project activities to measure the performance of the project to date;
- 2) A list of project expenditures including both the local match and federal funds spent along with copies of invoices for equipment purchased, receipts associated with meal expenses, travel / conference expenses and mileage logs;
- 3) Copies of bid records to verify compliance with local and/or state procurement policies;
- 4) An inventory listing including items with a unit cost of \$250 or more purchased under the contract;
- 5) Copies of time records for any personnel funded by the contract or used as local match under the contract (a suggested format is included in the **APPENDIX**);
- 6) A copy of any written operational procedures developed for the project; and
- 7) Other information pertinent to the state or federally funded project.

GENERAL CONTRACT REQUIREMENTS

UNALLOWABLE COSTS

The following is a list of costs generally unallowable for all projects funded through the Missouri Department of Public Safety.

1. Real Property Acquisition
2. Honoraria
3. Indirect costs of conferences, symposia, and workshops including entertainment, sports, visas, passport charges, tips, bar charges, beverages, personal telephone calls, or laundry charges
4. Bonuses or commissions
5. Lobbying
6. Cost of fundraising
7. Military type equipment

PRINTING AND PUBLICITY

Contractors are encouraged to make the results and accomplishments of their activities available to the public through printed publication or media release.

All printed materials, however, must include an acknowledgement of the funding source similar to the following:

“This project was supported by funding made available through the Victims of Crime Act administered by the Missouri Department of Public Safety, Office of the Director.”

TERMINATION OF CONTRACTS

In the event that the Missouri Department of Public Safety determines that a Contractor is operating in a manner inconsistent with the provisions of the application or is failing to comply with the applicable regulations, the Missouri Department of Public Safety may permanently or temporarily terminate the contract. Should this occur, the Contractor has the right to an appeal hearing. In the event a contract is permanently terminated, the Missouri Department of Public Safety may take action as deemed appropriate to recover any portion of the contract funds remaining or an amount equal to the portion of the contract funds wrongfully used.

CRIMINAL PENALTIES

Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property, which is the subject of a grant or contract or other form of assistance, whether received directly or indirectly from the Missouri Department of Public Safety, shall be subject to prosecution.

Appendixes

Change of Information Form

VOCA Contract No. _____	NCAP Contract No. _____	Title II Contract No. _____
STOP Contract No. _____	CLAP Contract No. _____	Title V Contract No. _____
SSVF Contract No. _____	MCLUP Contract No. _____	Challenge Contract No. _____
RSAT Contract No. _____	LLEBG Contract No. _____	JAIBG Contract No. _____
	LGSD Contract No. _____	

Please list any change of information from that included in your approved contract.

Agency Name: _____

Authorized Official: _____

Project Director: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Other Changes: _____
(Please specify change. _____
Include changes in per- _____
sonnel, board members, _____
job descriptions, organi- _____
zational charts, etc. Please _____
attach copies.) _____

******PLEASE NOTE******

The Department of Public Safety must approve certain changes in the budget and requests for such changes must be submitted on a Request to Revise the Budget form, which is included in your application packet.

Agency Name: _____

Signature: _____ Date: _____
(Authorized Official)

Return to: Missouri Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102-0749.





MISSOURI DEPARTMENT OF PUBLIC SAFETY
OFFICE OF THE DIRECTOR
REQUEST TO REVISE THE BUDGET

P.O. Box 749
Jefferson City, MO 65102
Telephone: 573-751-4905
FAX: 573-751-5399



Contractor Name

Project Title

Contract Number

COST CATEGORY	CURRENT BUDGET		REQUESTED REVISED BUDGET		NET CHANGE (+ OR -)
PERSONNEL <i>(Plus Fringes and Overtime)</i>					
VOLUNTEER TIME					
TRAVEL					
EQUIPMENT					
SUPPLIES/OPERATIONS					
CONTRACTUAL					
RENOVATION/CONSTRUCTION					
TOTAL PROJECT COSTS		100%		100%	\$0.00
TOTAL FEDERAL/STATE SHARE		%		%	\$0.00
TOTAL LOCAL MATCH SHARE		%		%	\$0.00

NARRATIVE JUSTIFICATION – Briefly explain the requested change. Explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. **Attach copies of each changed budget detail sheet.**

PREPARED BY

Signature

Date

Telephone Number:

E-Mail Address:

Fax Number:

APPROVED BY

Authorized Official Signature

Date

INSTRUCTIONS FOR REQUEST TO REVISE THE BUDGET

Contractors must make a written request for approval from the Missouri Department of Public Safety for program changes at least 30 days prior to the change and at least 60 days prior to the end of the contract period. Please see the appropriate grant program financial and administrative guidelines for contracts for further information regarding changes that require prior approval from the Department of Public Safety or contact your respective program specialist or representative.

Enter the **Contract Name** as it appears on the current Award of Contract document.

Enter the **Project Title** as it appears on the current Award of Contract document.

Enter the **Contract Number** as it appears on the current Award of Contract document.

Under the **Current Budget** column, include the current budget as approved by the Department of Public Safety. This budget will either be outlined on the Application for Funding form or on a Contract Adjustment Notice previously authorized by the Department of Public Safety.

Under the **Requested Revised Budget** column, include the new budget for which approval is being sought. Keep in mind that expenditures up to the date of the requested change in the budget must be included in this revised budget section. Make sure that the totals reflect the appropriate local match share if required.

*Under the **Net Change (+ OR -)** column, enter the difference between the current budget and the requested revised budget. For example, if the current personnel budget is \$20,000 and the requested revised budget is \$25,000, enter +\$5,000 in the Net Change column.

Attach new budget pages for any budget category for which a revision is requested. The new budget page must include expenditures up to the date of the requested change in the budget along with the requested revisions.

In the Narrative Justification section, provide a brief explanation regarding the requested change. Include the rationale for making this request. Be sure to explain why a reduction in some categories will not be detrimental to the project and an increase in others will further the objectives of the project. Be as specific as possible.

Obtain proper signatures and include the telephone number, e-mail address, and fax number for the person preparing this request.

Please contact your respective program specialist or representative if you have any questions regarding this budget revision process.

DPS GRANTS ADMINISTRATION
PAY PERIOD AND ATTENDANCE REPORT
(Please complete both sides of activity report and attach to this form)

NAME OF SUBGRANTEE _____ CONTRACT # _____

NAME OF EMPLOYEE _____ MONTH/YEAR _____

TITLE & NATURE OF WORK PERFORMED _____

Please fill in the starting date and ending date of the pay period by month and day (example 12/25) in the appropriate box.
TIME SHEET DATES MUST CORRESPOND DIRECTLY WITH THE AGENCY'S INTERNAL PAY PERIOD.

	Start Date																End Date
Day of Month																	Subtotals
Total Hours Worked																	
Total Hours Worked on Project																	

Day of Month																	Subtotals
Total Hours Worked																	
Total Hours Worked on Project																	

Total Hours Worked on Project	Divided By	Total Hours Worked This Month	Equals =	Percent of Time on Project	TIMES X	Total Salary/ Benefits for Pay Period(s)	Equals =	Amount Charged to Grant

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT STATEMENT.

Employee

Date

Supervisor

Date

DEFINITIONS FOR SERVICES PROVIDED

Crisis Counseling refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Follow-up refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy/Professional Counseling refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Shelter/Safe House refers to providing short-term and long-term housing and related support services to victims and families following victimization. *(This does not include referral for such housing.)*

Information and Referral (in-person) refers to in-person contacts with victims during which time services and available support are identified.

Criminal Justice Support/Advocacy refers to support, assistance and advocacy provided to victims at any stage of the criminal justice process, including post-sentencing services and support.

Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy refers to filing temporary restraining orders and other protective orders, but **does not** include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

Personal Advocacy refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc; accompanying the victim to the hospital; etc.

Telephone Contact refers to telephone contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call, nor does it include crisis hotline calls.

Crisis Hotline Calls refers to the number of crisis hotline calls logged.

Other refers to other allowable grant services and activities

PLEASE DO NOT FORGET TO COMPLETE TOTALS FOR EACH DAY. THE "TOTAL HOURS WORKED ON PROJECT" SHOULD BE TRANSFERRED TO THE "TOTAL HOURS WORKED ON PROJECT" ROW FOR EACH DATE ON THE PAY PERIOD AND ATTENDANCE REPORT.

TOTAL HOURS WORKED ON PROJECT:

For unallowable activities and services, provide a description of the activity/service performed and the time (hours) spent on that activity. Please round partial hours (up or down), and report time in increments of whole hours. THE “TOTAL UNALLOWABLE HOURS WORKED ON PROJECT” SHOULD BE ADDED TO THE “TOTAL HOURS WORKED ON PROJECT” TO COMPUTE THE TOTAL HOURS WORKED PER DAY. THE TOTAL HOURS WORKED PER DAY SHOULD BE RECORDED ON THE PAY PERIOD AND ATTENDANCE REPORT IN THE “TOTAL HOURS WORKED” ROW.

[illegible]



VOCA ANNUAL PERFORMANCE REPORT

Contractor: _____
Contact Person: _____
Address: _____

E-mail Address: _____
Telephone Number: _____
Fax Number: _____
Contract Number: _____

Reporting Period: *October 1 – September 30*

Report Due Date: *October 15*

A. Indicate the number of victims served by your VOCA funded project during this project period. *Each victim should be counted only once, i.e., a victim of a series of spouse abuse assaults should be counted more than once only as a result of separate and unrelated crimes.*

_____ Child Physical Abuse	_____ Adults Molested as Children
_____ Child Sexual Abuse	_____ Survivors of Homicide Victims
_____ DUI/DWI Crashes	_____ Robbery
_____ Domestic Violence	_____ Assault
_____ Women _____ Children	
_____ Adult Sexual Assault	_____ Other (specify) _____
_____ Elder Abuse	
_____ Total number of victims served by this VOCA funded project (<i>Do not include total number of hotline calls.</i>)	
_____ Total number of hotline calls logged by this VOCA funded project	

B. Indicate the number of victims served in the following categories.

_____ Child _____ Elderly _____ Disabled/Handicapped _____ Native Americans _____ Minorities

C. Indicate the number of victims who received the following services through this VOCA funded project. *Please see the instructions for definitions of each service.*

_____ Crisis Counseling (<i>In Person</i>)	_____ Follow-up	_____ Therapy/Prof. Counseling
_____ Group Treatment/Support	_____ Shelter/Safe House	_____ Information/Referral (<i>In Person</i>)
_____ Criminal Justice Support/Advocacy	_____ Emergency Financial Assistance	_____ Emergency Legal Advocacy
_____ Assistance Filing Compensation Claims	_____ Personal Advocacy	_____ Telephone Contact Information/Referral
_____ Crisis Hotline Calls	_____ Other (specify) _____	

D. What are the major issues in your area, if any, that hinder victim assistance programs in assisting crime victims in filing for compensation benefits and in understanding state victim compensation eligibility requirements?

E. Briefly describe efforts to promote coordinated efforts within the community to aid crime victims.

F. Briefly describe efforts taken to serve federal crime victims, i.e. coordination, etc.

- G. Describe any notable activities conducted to improve the delivery of victim services. These activities do not need to be related specifically to the VOCA funded project. Include any needs assessments, program evaluations, training efforts, etc.**
- H. Include and/or attach anecdotal information and individual case histories illustrating how VOCA funds have been used to assist crime victims. *(Letters from crime victims are helpful).***
- I. Identify any emerging issues or notable trends impacting crime victim services in your area.**

Project Director

Authorized Official

VOCA ANNUAL PERFORMANCE REPORT

Instructions – Definitions

Each agency receiving VOCA victim assistance funds is required to submit a VOCA Annual Performance Report on the uses and affects these grant funds have had on services to crime victims. This report must be submitted by October 15, to the Missouri Department of Public Safety, P.O. Box 749, Jefferson City, MO 65102.

A VOCA project refers to activities and services supported by VOCA funds plus the required match. Except where indicated otherwise, the information in the VOCA Annual Performance Report **must be based solely on VOCA projects**, not the entire agency nor on non-VOCA supported victim activities and services.

A. Provide the number of victims served by the VOCA project during the reporting period. Indicate the number of victims served by type of victimization. If a victim was the subject of more than one type of crime (separate incidents), identify under each category of victimization.

NOTE: The data in this section is based upon the number of victims served by VOCA projects during the reporting period. In this section, each victim should be counted only once, e.g., a victim of a series of spouse abuse assaults, for example, should be counted once. A person may be counted more than once only as a result of entirely separate and unrelated crimes.

B. Provide the number of victims served by the categories identified. If a victim falls under more than one category, identify under each applicable category, i.e., a child victim who is also disabled would be reported under both the "child" and "disabled" categories; an elderly victim who is also a minority would be counted once under the "elderly" and once under the "minority" category, etc.

C. Provide the number of victims receiving each type of service. Please be sure to only count services **provided by your agency** through the **VOCA funded project**.

Crisis Counseling refers to in-person or telephone crisis intervention, emotional support and guidance and counseling provided by advocates, counselors, mental health professionals or peers. Such counseling may occur at the scene of the crime, immediately after a crime, or be provided on an ongoing basis.

Followup refers to in-person contacts, telephone contacts, and written communications with victims to offer emotional support, provide empathetic listening, check on a victim's progress, etc.

Therapy/Professional Counseling refers to intensive professional psychological/psychiatric treatment for individuals, couples, and family members related to counseling to provide emotional support in crisis arising from the occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

Group Treatment refers to the coordination and provision of supportive group activities and includes self-help, peer, social support, etc.

Shelter/Safe House refers to providing short-term and long-term housing and related support services to victims and families following victimization. (*This does not include referral for such housing.*)

Information and Referral (in-person) refers to in-person contacts with victims during which time services and available support are identified.

Criminal Justice Support/Advocacy refers to support, assistance and advocacy provided to victims at any stage of the criminal justice process, including post-sentencing services and support.

Emergency Financial Assistance refers to cash outlays for transportation, food, clothing, emergency housing, etc.

Emergency Legal Advocacy refers to filing temporary restraining orders and other protective orders, but **does not** include criminal prosecution or the employment of attorneys for non-emergency purposes, such as custody disputes, civil suits, etc.

Assistance in Filing Compensation Claims includes making victims aware of the availability of crime victim compensation, assisting the victim in completing the required forms, gathering the needed documentation, etc. It may also include follow-up contact with the victim compensation agency on behalf of the victim.

Personal Advocacy refers to assisting victims in securing rights, remedies, and services from other agencies; locating emergency financial assistance, intervening with employers, creditors, and others on behalf of the victim; assisting in filing for losses covered by public and private insurance programs including workman's compensation, unemployment benefits, welfare, etc; accompanying the victim to the hospital; etc.

Telephone Contact refers to telephone contacts with victims during which time services and available support are identified. This does not include calls during which counseling is the primary function of the telephone call, nor does it include crisis hotline calls.

Crisis Hotline Calls refers to the number of crisis hotline calls logged.

Other refers to other VOCA allowable services and activities.

D. through I. - Please answer all questions noted in these sections. The state of Missouri is required to submit this information to the U.S. Department of Justice. The information submitted could have a bearing on future funding for the state of Missouri.

Please Note: This Annual Performance Report must be received by October 15th during the year immediately following the end of the contract period for the referenced contract. Failure to submit this Annual Performance Report by October 15th could result in the termination of any current funding awarded to this contractor.